



Office of the President of the Philippines
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

REQUEST FOR QUOTATION

18 August 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP) through the General Appropriations Act of FY 2020 intends to apply the sum of Ninety Thousand Pesos (PhP90,000.00) being the Approved Budget for the Contract (ABC) to be paid for the Small Value Procurement, as defined under Section 53.9 of the IRR of RA 9184 for the Procurement of OPAPP Peace Conference Collaterals listed below:

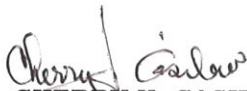
Lot	Goods	Quantity	Specific Technical Requirements
1	Planner	100	See Annex "A"
2	USB Card	100	See Annex "A"

The OPAPP now invites contractors/suppliers to submit price quotations for the above items.

The Contract will be awarded **per lot** to the **lowest quotation** and **responsive** to the specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 8636 0706 local 871 or at bacsec.opapp@gmail.com

Sincerely,


CHERRY N. CASILAO
PPO-I, KMPID

Noted by:


DIR. MAE E. BALLENA
Head, KMPID

TERMS AND CONDITIONS

- a) The ABC is inclusive of applicable taxes, fees, and/or levies payable.
- b) The contract shall be awarded to the lowest and responsive bid. Bid amount exceeding the ABC shall be automatically disqualified.
- c) The price quotation must be valid for sixty (60) calendar days from the date of submission of bids.
- d) Bidder shall submit its quotation and the following documents with all its pages on or before 31 August 2021 at 10:00AM on the place specified below:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (*Original Copy*)

None submission of any or all the document will be declared ineligible to bid and hence, the bid shall be disqualified.

The above documents shall be submitted in a sealed envelope with the name of the sender, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.

Submit your bidding documents at:

*BAC Secretariat Office
3rd Floor, Agustin I Building
F. Ortigas Jr. Road
Ortigas Center
Pasig City*

- e) Late bids will not be accepted. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline submission of bids.
- f) OPAPP shall conduct evaluation/inspection of goods to be supplied to OPAPP before an award shall be issued.
- g) Subcontracting is not allowed.
- h) Delivery shall be completed within seven (7) calendar days from receipt of Job/Purchase Order.
- i) Place of Delivery

*Office of the Presidential Adviser on the Peace Process
Agustin I Buidling
F. Ortigas Jr. Road, Ortigas Center
Pasig City*

- j) Payment shall be made to the supplier or distributor within thirty (30) calendar days from complete delivery and submission of pertinent documents for payment as required under existing laws.
- k) Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
- l) OPAPP reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of RA 9184.

QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS
Agustin I Building
F. Ortigas Jr. Road
Ortigas Center, Pasig City

Dear **Sir/Ma'am**:

After having carefully read and accepted your terms and conditions, we are pleased to quote you for the following items:

Lot	Technical Requirements	Quantity	Statement of Compliance	Unit Cost	Total Cost
1	Planner	100			
2	USB Card	100			

Prices in the above offer are certified true and correct.

Sincerely,

(Signature over Printed Name of the Authorized Representative)

Company Name: _____


Contact No: _____

Email Add: _____

**REQUEST FOR PROCUREMENT OF COLLATERALS FOR THE
CONDUCT OF OPAPP PEACE RESEARCH CONFERENCE ON SEPTEMBER 2021**

End-User Unit		Knowledge Management and Peace Institute Department
Approved Budget for the Contract		PhP90,000.00
Mode of Procurement		Small Value Procurement
Expected Date of Delivery		17 September 2021
QTY	GOODS	TECHNICAL SPECIFICATIONS
100	Planner	Leatherette Planner with Calendar Costumized with OPAPP/provided Logo -Size: A4 -Width: 8.3" / 210 MM -Length: 11.7" / 297 MM -Height: .75" / 19 MM -Thickness: 120 GSM
100	USB Card	Costumized with OPAPP/provided Logo Color: Full color 16GB

Prepared by:


CHERRY N. CASILAO
PPO I, KMPID

Noted by:


DIR. MAE E. BALLENA
Head, Knowledge Management and Peace Institute Department