



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

REQUEST FOR QUOTATION

25 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 Nine Hundred Seventy-Nine Thousand Four Hundred Thirty-Two Pesos (PhP979,432.00) being the Approved Budget for the Contract (ABC) to be paid for the Shopping, as defined under Section 52.1(b) of the IRR of RA 9184 for the Procurement of Office Equipment for Joint Normalization Division (JND) listed below:


Lot	Goods	Quantity	Specific Technical Requirements
1	Heavy Duty/All-in One Printer	2	See Annex "A"
2	Portable Printer with Ink	1	
3	Desktop Computer set with Accessories	5	
4	Lockable Cabinet	4	
5	Heavy Duty Photocopier	1	
6	Executive Table and Chair	1	
7	Conference Table with Chairs	1	
8	Office Tables and Chairs	6	
9	Electronic Safe	1	
10	Electronic Digital Time Recorder	2	
11	Page Shredders	1	
12	Data Security Server	1	
13	CCTV	1	

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,


Ms. Nina Shiela S. Jickain
Administrative Officer V
Joint Normalization Division

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 03 September 2021 at 10:00AM on the place specified below:

- 1. Mayor's/Business Permit
- 2. PhilGEPS Registration Number

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

*OPAPP, c/o DPWH Residence Compound
Brgy. Tamontaka, Mintex, Datu Odin
Sinsuat, Maguindanao*

- 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	Heavy Duty/All-in One Printer	2			
2	Portable Printer with Ink	1			
3	Desktop Computer set with Accessories	5			
4	Lockable Cabinet	4			
5	Heavy Duty Photocopier	1			
6	Executive Table and Chair	1			
7	Conference Table with Chairs	1			
8	Office Tables and Chairs	6			
9	Electronic Safe	1			
10	Electronic Digital Time Recorder	2			
11	Page Shredders	1			
12	Data Security Server	1			
13	CCTV	1			

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: _____

PROCUREMENT PROJECT (JND Office Equipment)

End-User Unit	JOINT NORMALIZATION DIVISION (JND)		
Approved Budget for the Contract	PhP 979,432.00		
Mode of Procurement	Shopping		
Expected Date of Delivery	September 30, 2021		
Lot	Items	Quantity	Specific Technical Requirements
1	Heavy Duty/All-in-one Printer	2 Pcs.	Wi-Fi Duplex All-in-One Ink Tank Printer (Print, Scan, Copy, Fax with ADF) Ability to print documents up to A3+ size at high speeds Ability to yield 6,000 pages for black and 6,500 pages for color through affordable inks Automatic Duplex Print speed up to 32ppm / 20ppm Fax and ADF capability Ethernet& Wi-Fi Direct
2	Portable printer with ink	1 Pc.	Printer Type: Inkjet Ink: black & tri-color Connectivity: USB 2.0 Wi-Fi Direct With High Battery Life
3	Desktop Computer set with accessories	5 Sets	CPU: 8th to 10th Gen Intel Core / AMD Ryzen RAM: 8GB to 128GB 2666MHz DDR4/DDR5 Storage SSD: 512Gb to 1Tb Storage HDD: 1Tb to 2Tb Graphics: AMD Radeon / NVIDIA GeForce Monitor: 24 to 27-inch w/ Higher Refresh Rate Mouse/Keyboard: Heavy Duty Performance
4	Lockable cabinet	4 Pcs.	Material: Iron, Steel Number of Doors: Two (2) Number of Shelves: Three (3) Mounting: Free Standing
5	Heavy Duty Photocopier	1 Pc.	Category: 4-in-1 color inkjet printer Print speed: 28ppm and Up Paper capacity: 300 and Up Paper sizes: up to A4 Rapid print speed Excellent photocopier Duplex printing
6	Executive Table and Chair	1 Pc.	Top grade wood High quality hardware accessories High quality Glass with Wire Grommet Friendly painting

7	Conference Table with chairs	1 Pc.	Wide range of sizes High quality board Surface Finish: Polished Wire management
8	Office Tables and Chairs	6 Pcs.	High quality mesh with lumbar support Adjustable head rest Aluminum base
9	Electronic Safe	1 Pc.	Portable Multi-Purpose Led Keypad Automatic Lock
10	Electronic digital time recorder	2 Pcs.	Waterproof and weather-proof Remote monitoring software Biometric sensor and fake finger detection Fast biometric identification Highly resistant to scratches Audio acknowledgement function Supports USB data transfers
11	Paper shredders	1 Pc.	100% Jam Proof System Silent Shred Energy Savings System CD shredder and credit card shredder 14-gallon pull-out bin
12	Data security server	1 Set	Stop Unknown Threats Anti-ransomware protection Block Server Exploits Deny Hackers Automated Server Threat Detection and Response Automatically Detect Insecure Deployments Cloud security management
13	CCTV	1 Set	5.0 and Up Megapixel High Performance CMOS Turbo HD Output Up to 1944P Resolution True Day / Night, DNR, Smart IR Up to 20m Distance IP66 Weatherproof (Bullet Camera) User friendly GUI Remote-viewing anytime, anywhere with HIK-Connect Live view from PC, Smartphone or Tablet Turbo HD Camera Ultra-low light chromatic night vision

Prepared by:



RAFAELITO A. AGRA
PPO-II, JND