



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

**REQUEST FOR QUOTATION**

03 September 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 Two Hundred Seven Thousand Pesos (PhP207,000.00) 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 Catering Services for the Conduct of Basic Course on Conflict Sensitive and Peace-Promoting Approaches for the Armed Forces of the Philippines 4<sup>th</sup> Infantry Division in Cagayan de Oro City on 20 September 2021 to 22 September 2021 listed below:


Lot	Goods	Quantity	Specific Technical Requirements
	Catering Services	See Annex "A"	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](mailto:bacsec.opapp@gmail.com).

Sincerely,

  
**MARY JEAN P. ELAMBRE**  
AO III-CSPP Division

Noted by:

  
**DIR. VANESSA VIANCA S. PALLARCO**  
Head, Social Healing and Peacebuilding  
Department

## **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 10 September 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  
3<sup>rd</sup> 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 twenty (20) calendar days from receipt of Job/Purchase Order.
- i) Place of Delivery

*Camp BGen Edilberto Evangelista  
Cagayan de Oro 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
	Catering Services	See Annex "A"			

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: \_\_\_\_\_

**TERMS OF REFERENCE**

**Catering Services for the conduct of Basic Course on CSPP for AFP - 4th Infantry Division in Cagayan de Oro City on 20-22 September 2021**

<b>End-User Unit</b>	Social Healing and Peacebuilding Department
<b>Approved Budget for the Contract</b>	PhP 207,000.00
<b>Mode of Procurement</b>	Small Value Procurement

**Date: 20 August 2021**

Item	No. of Pax	Specification
Breakfast	60	<ul style="list-style-type: none"> <li>• Rice</li> <li>• (3) Viands: Chicken, Fish and Vegetables</li> </ul>
Lunch	60	<ul style="list-style-type: none"> <li>• Fruits</li> <li>• Free flowing water and coffee</li> </ul>
Dinner	60	
AM Snack	60	<ul style="list-style-type: none"> <li>• (1) Bread/Sandwiches/Pasta/Pastries (which ever may be available)</li> </ul>
PM Snack	60	<ul style="list-style-type: none"> <li>• Juice</li> <li>• Free flowing water and coffee</li> </ul>

**Date: 21 August 2021**

Item	No. of Pax	Specification
Breakfast	60	<ul style="list-style-type: none"> <li>• Rice</li> <li>• (3) Viands: Chicken, Fish and Vegetables</li> </ul>
Lunch	60	<ul style="list-style-type: none"> <li>• Fruits</li> <li>• Free flowing water and coffee</li> </ul>
Dinner	60	
AM Snack	60	<ul style="list-style-type: none"> <li>• (1) Bread/Sandwiches/Pasta/Pastries (which ever may be available)</li> </ul>
PM Snack	60	<ul style="list-style-type: none"> <li>• (1) Juice</li> <li>• Free flowing water and coffee</li> </ul>

**Date: 22 August 2021**

Item	No. of Pax	Specification
Breakfast	60	<ul style="list-style-type: none"> <li>• Rice</li> <li>• (3) Viands: Chicken, Fish and Vegetables</li> </ul>
Lunch	60	<ul style="list-style-type: none"> <li>• Fruits</li> <li>• Free flowing water and coffee</li> </ul>
Dinner	60	
AM Snack	60	<ul style="list-style-type: none"> <li>• (1) Bread/Sandwiches/Pasta/Pastries (which ever may be available)</li> </ul>
PM Snack	60	<ul style="list-style-type: none"> <li>• (1) Juice</li> <li>• Free flowing water and coffee</li> </ul>

**Statement of Compliance**

1. Strictly No Pork
- 3 Buffet Style with server/s
- 4 Sanitized plates, utensils, and food handling gloves
2. To be delivered/catered in **Camp BGen Edilberto Evangelista, Cagayan de Oro City**

Prepared by:

*S. P. Elambre*  
**MARY JEAN P. ELAMBRE**  
 AO III - CSPP Division - SHAPED

Noted by:

*V. S. Pallarco*  
**DIR. VANESSA VIANCA S. PALLARCO**  
 Head, Social Healing and Peacebuilding Department