



Office of the President of the Philippines

**OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS**

7/F, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City | Tel. No. (+632) 636-0701-06 | Fax No. (+632) 6382216

**REQUEST FOR QUOTATION**

2 December 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP) through the General Appropriations Act of FY 2021 intends to apply the sum of **Six Hundred Twenty-Seven Thousand Pesos (PhP627,000.00)** being the Approved Budget for the Contract (ABC) to be paid for the Shopping, as defined under Section 52.1b of the IRR of RA 9184 for the **Delivery and Supply of Office Equipment** for the OPAPP-Transitional Justice and Reconciliation Unit (OPAPP Central and Field Office in Cotabato City) listed below:

Lot	Item	Quantity	Specific Technical Requirements
1	Heavy Duty Photocopier, Scanner, Printer	1	See Annex "A"
2	Toner for Heavy Duty Photocopier, Scanner Printer	10	See Annex "A"
3	Cartridges for Heavy Duty Photocopier, Scanner Printer	10	See Annex "A"
4	Monochrome Printer	8	See Annex "A"
5	Colored Printer	2	See Annex "A"
6	External Hard Drive	8	See Annex "A"
7	USB Flash Drive	25	See Annex "A"
8	VTC Equipment: Conference Speakerphone	2	See Annex "A"
9	VTC Equipment: Web Camera	2	See Annex "A"
10	Wireless Mouse	10	See Annex "A"
11	Headset for Video Teleconference	10	See Annex "A"
12	Home Wi-Fi Gadget/device	8	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 [bac.secretariat@peace.gov.ph](mailto:bac.secretariat@peace.gov.ph).

Sincerely,

**BRICKS S. SINTAON**

PPO III, Transitional Justice and Reconciliation Unit (TJRU)

Noted by:

**DIR. JANA JILL L. GALLARDO**

Head, Transitional Justice and Reconciliation Unit (TJRU)

## 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 **13 December 2021, 10:00 AM** 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  
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

*OPAPP-Central Office  
10/F, Agustin I Building, 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
	Heavy Duty Photocopier, Scanner, Printer	1			
	Toner for Heavy Duty Photocopier, Scanner Printer	10			
	Cartridges for Heavy Duty Photocopier, Scanner Printer	10			
	Monochrome Printer	8			
	Colored Printer	2			
	External Hard Drive	8			
	USB Flash Drive	25			
	VTC Equipment: Conference Speakerphone	2			
	VTC Equipment: Web Camera	2			
	Wireless Mouse	10			
	Headset for Video Teleconference	10			
	Home Wi-Fi Gadget/device	8			

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: \_\_\_\_\_

**DELIVERY AND SUPPLY OF OFFICE EQUIPMENT FOR THE OPAPP-TRANSITIONAL JUSTICE AND RECONCILIATION UNIT (TJRU)**


<b>End-User Unit</b>		<b>Transitional Justice and Reconciliation Unit (TJRU)- Central Office and Cotabato Office</b>	
<b>Approved Budget for the Contract</b>		<b>Php 627,000.00</b>	
<b>Mode of Procurement</b>		<b>Shopping</b>	
<b>Expected Date of Delivery</b>		<b>20 December 2021</b>	
<b>Lot</b>	<b>Item</b>	<b>Quantity</b>	<b>Specific Technical Requirements</b>
1	<b>Heavy Duty Photocopier, Scanner, Printer</b>	1	<ol style="list-style-type: none"> <li>1. Type: A3 Color Laser Multifunctional</li> <li>2. Core Functions: Print, Copy, Scan, Send and Optional Fax</li> <li>3. Control Panel: 5-inch TFT LCD WVGA Colour touch panel</li> <li>4. Memory: Standard 2.0GB RAM</li> <li>5. Storage: eMMC Standard: 2.0GB, 565 x 664 x 880 mm</li> </ol>
2	<b>Toner for Heavy Duty Photocopier, Scanner Printer</b>	10	Black, Cyan, Magenta and Yellow Compatible for the heavy printer and, photocopier, printer and scanner
3	<b>Cartridges for Heavy Duty Photocopier, Scanner Printer</b>	10	Compatible for the heavy printer and, photocopier, printer and scanner
4	<b>Monochrome Printer</b>	8	<ol style="list-style-type: none"> <li>1. Processor Speed: 525MHz</li> <li>2. Print speed:</li> <li>3. Single sided: Up to 33 ppm (A4)</li> <li>4. Double sided: Up to 16.8 ipm (A4)</li> <li>5. Type: Laser, Monochrome</li> <li>6. Print quality: Up to 1200 x 1200 dpi</li> <li>7. Dimensions (W x D x H): 403 mm x 377 mm x 317 mm</li> <li>8. Weight: Approx. 12.4 kg</li> <li>9. Interface and connectivity: USB 2.0 High-Speed, 10BASE-T/100 BASE-TX/1000BASE-T, Wireless 802.11b/g/n, Wireless Direct Connection</li> </ol>
5	<b>Colored Printer</b>	2	<ol style="list-style-type: none"> <li>1. Printer: all-in-one</li> <li>2. Memory: 512 MB</li> <li>3. Interface: USB 2.0</li> <li>4. Print Speed: Photo Default - 10 x 15 cm / 4 x 6</li> <li>5. Dimensions (W x D)</li> </ol>
6	<b>External Hard Drive</b>	8	<ol style="list-style-type: none"> <li>1. Capacity: 1 TB capacity</li> <li>2. Interface: USB 3.0</li> <li>3. Weight: (lb/g)</li> <li>4. Features:</li> <li>5. Automatically recognized by operating system</li> <li>6. No software/driver needed</li> <li>7. Built-in power management</li> </ol>
7	<b>USB Flash Drive</b>	25	<ol style="list-style-type: none"> <li>1. Capacity: 16 GB capacity</li> <li>2. Interface: USB 3.0</li> <li>3. Compatibility: USB 3.0 enabled and USB 2.0 compatible</li> <li>4. Performance/Speed: Read speed up to 80MB/s</li> </ol>

			<ol style="list-style-type: none"> <li>5. Features:</li> <li>6. Automatically recognized by operating system</li> <li>7. No software/driver needed</li> </ol>
8	<b>VTC Equipment: Conference Speakerphone</b>	2	<ol style="list-style-type: none"> <li>1. Connectivity: Bluetooth wireless connector + USB C</li> <li>2. Bluetooth Version: 5.0</li> <li>3. Battery: Built-in 6,700mAh</li> <li>4. Call Time: 24 hours</li> <li>5. Microphones: 6 microphones</li> <li>6. Features: Full 360 degrees coverage, Enhanced voice pickup with real-time echo cancellation, de-reverberation and ambient noise suppression</li> </ol>
9	<b>VTC Equipment: Web Camera</b>	2	<ol style="list-style-type: none"> <li>1. Max Resolution: 1080p/30 fps - 720p/ 60 fps</li> <li>2. Focus Type: Autofocus</li> <li>3. Lens Type: Glass</li> <li>4. Microphone: Built-in stereo microphone</li> <li>5. Diagonal Field of view: 78 degrees</li> <li>6. Connectivity: USB-A plug-and-play</li> <li>7. Cable length : 5 ft</li> <li>8. Tripod Included: Yes</li> <li>9. Features: Tripod-ready universal mounting clip, Omni-directional microphones</li> </ol>
10	<b>Wireless Mouse</b>	10	<ol style="list-style-type: none"> <li>1. Connectivity: Wireless / RF 2.4GHz / Bluetooth</li> <li>2. RF Distance: 10 meters</li> <li>3. Tracking: Optical</li> <li>4. Resolution: 1000dpi / 1600dpi / 2400dpi</li> <li>5. Battery Type: AA x 1</li> </ol>
11	<b>Headset for Video Teleconference</b>	10	<ol style="list-style-type: none"> <li>1. Multifunctional</li> <li>2. Head-mounted Wired Stereo Headset</li> <li>3. Noise Reduction Microphone for Voice Call Web Conference</li> </ol>
12	<b>Home Wi-Fi Gadget/device</b>	8	<ol style="list-style-type: none"> <li>1. Network Carrier Compatibility: Open-line</li> <li>2. Supported Frequency: B1,B3, B28, B40, B41</li> <li>3. LTE Category: Cat7</li> <li>4. Carrier Aggregation: Yes</li> <li>5. Wi-Fi Support: Dual Band 2.4Ghz &amp; 5Ghz)</li> <li>6. Battery: Internal Antenna</li> <li>7. Wireless Features: IEEE 802.11b, IEEE 802.11g, IEEE 802.11n</li> <li>8. Wireless Security: Support WPA-PSK/WPA2-PSK, Black List, Enable/Disable SSID Broadcast</li> </ol>

Prepared by:

  
**BRICKS S. SINTAON**  
PPO III, Transitional Justice and Reconciliation Unit (TJRU)

Noted by:

  
**DIR. JANA JILL L. GALLARDO**  
Head, Transitional Justice and Reconciliation Unit (TJRU)