



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 **One Hundred Ninety-Four Thousand Pesos (PhP194,000.00)** 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 Furnitures** for the OPAPP-Transitional Justice and Reconciliation Unit (OPAPP-Field Office in Cotabato City) listed below:

Lot	Item	Quantity	Specific Technical Requirements
1	Vertical Steel Filing Cabinet	2	See Annex "A"
2	Office Swivel Chairs	10	See Annex "A"
3	Office Tables with Drawers/desk pedestal	5	See Annex "A"
4	Steel Filing Cabinets	4	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-Field Office, Cotabato City  
DPWH XII RES Compound, 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
	Vertical Steel Filing Cabinet	2			
	Office Swivel Chairs	10			
	Office Tables with Drawers/desk pedestal	5			
	Steel Filing Cabinets	4			

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 FURNITURES FOR THE OPAPP-  
TRANSITIONAL JUSTICE AND RECONCILIATION UNIT (TJRU)**


<b>End-User Unit</b>		<b>Transitional Justice and Reconciliation Unit (TJRU)- Cotabato Office</b>	
<b>Approved Budget for the Contract</b>		<b>Php 194,000.00</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>
<b>1</b>	<b>Vertical Steel Filing Cabinet</b>	2	<ol style="list-style-type: none"> <li>1. Made of all steel, gauge 22</li> <li>2. Finishing: powder Coated</li> <li>3. Color: Gray</li> <li>4. Provided with four (4) vertical type drawers</li> <li>5. Drawer: equipped with a sliding type file divider, roller bearings gliding on steel railings and good for letter size, legal size and A4 hanging file folders.</li> <li>6. All drawers controlled by a centralized key lock</li> <li>7. With a provision for barlock w/flat bar size 52"x28.5'Wx18.5'D</li> <li>8. With quality wheels</li> <li>9. Solid steel construction</li> </ol>
<b>2</b>	<b>Office Swivel Chairs</b>	10	<ol style="list-style-type: none"> <li>1. Color: Black</li> <li>2. Material: Black plastic frame; Mesh, Foam cushion, Tilt Mechanism; 280mm Chrome Base 1.0mm thickness; Gas lift 100mm classic 2</li> <li>3. Item Size: 60*58*43-84cm</li> </ol>
<b>3</b>	<b>Office Tables with Drawers/desk pedestal</b>	5	<ol style="list-style-type: none"> <li>1. With standard executive desk shape and computer desk</li> <li>2. Table: comes with a Pedestal 3-Drawer Cabinet and table in one.</li> <li>3. Thickness: 2.5 cm thickness of laminated hardwood.</li> <li>4. Steel frame: powder coated preventing it from rusting</li> <li>5. Gauge 20 thickness of the steel frame</li> <li>6. Lock: Centralize lock</li> <li>7. Table Dimension: W60cm x L120cm x H 74cm Pedestal 3-Drawer</li> <li>8. Dimensions: W40cm x 56cm x H71cm</li> <li>9. Gauge: 20 thickness good for long files</li> </ol>
<b>4</b>	<b>Steel Filing Cabinets</b>	4	<ol style="list-style-type: none"> <li>1. 4-layer lateral steel, filing or storage cabinet</li> <li>2. Color: light gray</li> </ol>

			<ol style="list-style-type: none"><li>3. With Anti tilt mechanism</li><li>4. Centralize locking system with 2 keys</li><li>5. 2 Hanging bars in per drawer</li><li>6. 3 sections slide rails</li><li>7. Electrostatic powder coated</li></ol>
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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)