



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

**REQUEST FOR QUOTATION**

02 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 Ten Thousand Seven Hundred Pesos (Php 110,700.00) 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 Office Equipment and Office Supplies for the Office of the GPH Implementing Panels Chair listed below:


| Lot | Goods  | Quantity | Specific Technical Requirements |
|-----|--|----------|---------------------------------|
| 1   | Cross-Cut Shredder                           | 2 Units  | See Annex "A"                   |
| 2   | Wi-Fi Duplex All-In-One Ink Tank Printer     | 3 Units  | See Annex "A"                   |
| 3   | Eco Tank Monochrome Wi-Fi All-In-One Printer | 1 Unit   | 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,

  
**DENELYN C. TEOLOGO**  
AO II, JND

Noted by:

  
**USEC. DAVID B. DICIANO**  
Chair, GPH Peace Implementing Panel  
Head, 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 13 December 2021 at 1000H 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

*Office of the Presidential Adviser on the Peace Process (OPAPP) – Central Office  
4F, 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 |
|-----|--|----------|-------------------------|-----------|------------|
| 1   | Cross-Cut Shredder                           | 2 Units  |                         |           |            |
| 2   | Wi-Fi Duplex All-In-One Ink Tank Printer     | 3 Units  |                         |           |            |
| 3   | Eco Tank Monochrome Wi-Fi All-In-One Printer | 1 Unit   |                         |           |            |

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: \_\_\_\_\_

**ANNEX "A"**

**DELIVERY AND SUPPLY OF OFFICE EQUIPMENT AND OFFICE SUPPLIES FOR  
THE OFFICE OF THE GPH IMPLEMENTING PANELS CHAIR**

| End-User Unit             |  | Office of the GPH Implementing Panels Chair |  |
|---------------------------|--|---|--|
| Approved Budget           |  | Php 110,700.00                              |  |
| Expected Date of Delivery |  | 20 December 2021                            |  |
| Mode of Procurement       |  | Shopping                                    |  |
| <b>Lot</b>                | <b>Goods</b>                             | <b>Quantity</b>                             | <b>Specific Technical Requirements</b>   |
| 1                         | Cross-Cut Shredder                       | 2 Units                                     | <ul style="list-style-type: none"> <li>- Proof system eliminates paper jams and powers through tough jobs.</li> <li>- Silent Shred offers ultra-quiet shredder performance for shared workspaces.</li> <li>- Energy savings system provides optimal energy efficiency 100% of the time-in use and out of use.</li> <li>- Safe Sense technology stops shredder when hands touch the paper opening.</li> <li>- Shreds 16 sheets per pass into 5/32" x 1-1/2" cross-cut particles (security level P-4).</li> <li>- Item dimension H x W x D (inches):21.31 x 15.38 x 10.44.</li> </ul>  |
| 2                         | Wi-Fi Duplex All-In-One Ink Tank Printer | 3 Units                                     | <ul style="list-style-type: none"> <li>- Compact integrated tank design</li> <li>- Print speeds up to 15ipm for black and 8.0ipm for Colour</li> <li>- Auto-duplex printing</li> <li>- Ethernet &amp; Wi-Fi Direct</li> <li>- Borderless Printing up to A4 size</li> <li>- Spill-free ink refilling</li> <li>- Warranty of 2 years or 50,000 pages, whichever comes first, for maximum value from your printer. Product warranty includes coverage of printhead, which is most important for a printer designed for high volume printing.</li> <li>- Maximum Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology)</li> <li>- Automatic 2-sided Printing: Yes (up to A4)</li> <li>- Reduction / Enlargement: 25 - 400%, Auto Fit</li> <li>- Function Maximum Copy Size: A4, Letter</li> <li>- Copy Resolution: 600 x 1200 dpi</li> <li>- Max Copies: 99 copies</li> </ul> |



|   |  |        |   |
|---|--|--------|---|
| 3 | Eco Tank Monochrome Wi-Fi All-In-One Printer | 1 Unit | <ul style="list-style-type: none"> <li>- Compact integrated tank design</li> <li>- High yield ink bottles</li> <li>- Print, scan, copy, fax with ADF</li> <li>- Auto duplex printing</li> <li>- Wi-Fi, Wi-Fi Direct</li> <li>- Printing Technology: Precision Core (TFP1S-mono printhead)</li> <li>- Maximum Print Resolution: 1200 x 2400 dpi</li> <li>- Copy Speed: <ul style="list-style-type: none"> <li>• Flatbed: 17 ipm</li> <li>• ADF: 14 black ipm (simplex), 9.0 ipm (duplex)</li> </ul> </li> <li>- Copy Resolution: 600 x 600 (input from ADF and flatbed), 1200 x 1200 (print)</li> <li>• Input Resolution, ADF: 300 x 400, 600 x 600</li> <li>• Input Resolution, Flatbed: 300 x 600, 600 x 600</li> <li>- Copy Quantity: Up to 99 pages from standalone</li> <li>- Maximum Copy Size: Legal 8.5" x 14" via ADF</li> <li>- Copy Features: <ul style="list-style-type: none"> <li>• Automatic reduction and enlargement (25 – 400%)</li> <li>• 1-to-1 Copy and 1-to-2 Copy (user must flip the scan manually)</li> <li>• 256 gradations (1 color)</li> </ul> </li> </ul> |
|---|--|--------|---|

Prepared by:

  
**DENELYN C. TEOLAGO**  
AO II, Joint Normalization Division

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