



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

**REQUEST FOR QUOTATION**

07 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 Eight Hundred Thirty Thousand Pesos (PhP830,000.00) being the Approved Budget for the Contract (ABC) to be paid for the Shopping, as defined under Section 52.1 of the IRR of RA 9184 for the Procurement of Office Equipment for the JTFCT Secretariat listed below:

| Lot | Goods            | Quantity      | Specific Technical Requirements |
|-----|------------------|---------------|---------------------------------|
|     | Office Equipment | 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 [bac.secretariat@peace.gov.ph](mailto:bac.secretariat@peace.gov.ph).

Sincerely,

**EDWARD JOHN B. SILDO**  
PPO I, JTFCT

Noted by:

**DIR. FARRAH GRACE V. NAPARAN**  
Chief of Staff, 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 December 16, 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 Office  
RES Compound, Mintex, Tamontaka, 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:

| <b>Lot</b> | <b>Technical Requirements</b> | <b>Quantity</b>  | <b>Statement of Compliance</b> | <b>Unit Cost</b> | <b>Total Cost</b> |
|------------|-------------------------------|------------------|--------------------------------|------------------|-------------------|
|            | Office Equipment              | See Annex<br>"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: \_\_\_\_\_