



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

REQUEST FOR QUOTATION

29 November 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 and Forty Thousand Pesos (PhP240,000.00) 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 Procurement of Printing with Layout and Design Services for the Production of a Coffee Table Book for CORDS 3 Work” listed below:


Lot	Goods	Quantity	Specific Technical Requirements
1	Procurement of Printing with Layout and Design Services for the Production of a Coffee Table Book for CORDS 3 Work	250 PCS	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

Sincerely,


Dianne Joy Felipe
PPO III
LPED

Noted by:


Maria Carla Munsayac-Villarta
Director IV
LPED

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 08 DECEMBER 2021 on the place specified below:

10:00AM

- 1. Mayor's/Business Permit
- 2. PhilGEPS Registration Number
- 3. Omnibus Sworn Statement (*Original Copy*)
- 4. Latest Business/Income Tax Return

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
3rd 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

*LPE Department, OPAPP
4th Floor, Agustin I Building, F. Ortigas Jr. Road,
Ortigas Center, Brgy. San Antonio
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	Procurement of Printing with Layout and Design Services for the Production of a Coffee Table Book for CORDS 3 Work	250 pcs.			

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**TECHNICAL SPECIFICATION****Procurement of Printing with Layout and Design Services for the
Production of a Coffee Table Book for CORDS 3 Work**

Item	Minimum Specification
1	Creatives and production (layout and design) – the supplier shall produce the layout/graphic design and concept for the coffee table book that is aligned with the OPAPP style and branding
2	a. Hard copies with the following specifications: 250 pcs for CORDS 3 work
	Cover: Hardbound, pasteboard Paper Quality: Endpaper matte; 120 lbs Inside pages C2S; 100 lbs Size: 9.5 inches (height) x 21 inches (width)- spread 9.5 inches (height) x 10.5 inches (width)-folded Colors: Cover - 4 colors one side plastic and lamination and stamping Inside – 4 colors Endpaper – 4 colors Number of pages is 212 with breakdown: 200 inside pages 8 pages at end 4 pages at cover Binding: Perfect binding and smythe sewing
3	b. Digital copy for online distribution with the following specifications: i. Portable Document Format (PDF) – 300 dpi ii. Adobe Indesign package (editable file)
	The Supplier shall provide a print proof of the coffee table book before actual production for the end-user to assess and evaluate the quality and accuracy of printing in case revisions on the content, graphic design, or layout are needed to achieve the desired output.
	The coffee table books shall be printed and delivered within sixty (60) days after the final design and layout have been approved. Delivery can be done in batches within the specified schedule. The supplier shall coordinate with the LPE Department on the expected number of copies to be delivered per day within the given schedule.