



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

4 April 2022

The Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU) intends to apply the sum of ***Nine Hundred Fifty Thousand Pesos (PhP950, 000.00)*** being the Approved Budget for the Contract (ABC) to be paid for the Negotiated Procurement through Small Value of Procurement, as defined under Section 53.9 of the IRR of RA 9184 for the Editing, Layout and Printing Services For The Publication Of Coffee Table Book On 2016-2022 State Of The Philippine Peace Process Report.

Lot No.	Goods	Quantity	Specific Technical Requirements
	Coffee Table Book	100 copies	See Annex "A"

The OPAPRU now invites contractors/suppliers to submit price quotations for the abovementioned procurement project.

The Contract will be awarded *per lot* to the ***lowest quotation*** and responsive to the specifications and requirements.

For further inquiries and clarifications, you may coordinate with the BAC Secretariat at telephone number (02) 8636 0701 to 06 local 871 or email at bac.secretariat@peace.gov.ph.

Sincerely,


FOR
CHERRY N. CASILAO
PPO I, KMPIS

Noted by:


DIR MAE E. BALLENA
Head, KMPIS



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TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is inclusive of applicable taxes, fees, and/or levies payable.
2. The Contract shall be awarded to the lowest and responsive bidder. Bid amount exceeding the ABC shall be automatically disqualified.
3. The price quotation must be valid for sixty (60) calendar days from the date of submission of bids.
4. The Bidder shall submit its quotation with the following documents on or before 12 April 2021; 10:00 a.m. on the address specified below:
 - A. Mayor's/Business Permit
 - B. PhilGEPS Registration Number
 - C. Omnibus Sworn Statement (*Original Copy*)
 - D. Income/Business Tax Return
5. The abovementioned documents must be properly labeled ("**TAB**") before submitting to the BAC Secretariat.
6. None submission of any of the document/s will be automatically declared ineligible to bid and hence, the bid shall be disqualified.
7. Bid documents shall be submitted in a *sealed and signed envelope* indicating the Procurement title together with the name of the Bidder, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.
8. The physical bidding documents shall be submitted personally or via courier on or before the set deadline and time at the:

Bids and Awards Committee Secretariat Office
3rd Floor, Agustin I Building
Emerald Avenue, Ortigas Center
Pasig City
9. The OPAPRU shall conduct an evaluation/inspection of goods to be supplied/procured before an award shall be issued.
10. Subcontracting is not allowed.
11. The delivery of goods shall be completed within 20 calendar days from receipt of Job/Purchase Order.



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12. The place of delivery will be at:

*Office of the Presidential Adviser on Peace, Reconciliation and Unity
Agustin I Building, F. Ortigas Jr. Road,
Ortigas Center, Pasig City*

13. 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.
14. Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
15. The OPAPRU 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.



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QUOTATION FORM

Office of the Presidential Adviser on Peace, Reconciliation and Unity
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
GRAND TOTAL					

Prices in the above offer are certified true and correct.

Sincerely,

(Signature over Printed Name of the Authorized Representative)

Company Name: _____
Contact No: _____
Email Address: _____



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BIDS AND AWARDS COMMITTEE
ANNEX A

TECHNICAL SPECIFICATION

**Procurement for the Editing, Layout and Printing Services For The Publication Of
Coffee Table Book On 2016-2022 State Of The Philippine Peace Process Report**

- A.** With experience on editing/layout of publications related to peace and development situation/initiatives in the country.
- B.** Provides editing/layout services as follows:
1. Review, edit and rewrite as needed all submitted write-ups, caption stories, and ensure accuracy and proper context of the articles for the 2016-2022 State of the Philippine Peace Process Report Coffee Table Book
 2. Proofread text and correct spelling, grammar, and punctuation errors;
 3. Check text for style, readability, and adherence to editorial policies;
 4. Ensure overall quality and timely submission of all materials needed in the publication.
 5. Design/edit the required graphics such as vectors, backgrounds, frames, fonts, photos, etc. of the coffee table book highlighting OPAPRU's accomplishments from 2016 to 2022
 6. Collaborate and regularly coordinate with the SOPPR technical working group for programmatic and creative guidance on the look and feel of the materials to be developed.
 7. Present the drafted layout to the aforementioned staff of OPAPRU for selection;
 8. Finalize materials incorporating feedback and comments.
 9. Submit outputs, in both raw and rendered formats.
 10. Agree that all provided outputs shall be owned and produced by the OPAPRU.



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Technical Requirements for Printing

Item	Coffee Table Book
Quantity	100 copies
Materials	Matte lamination: Embossed and spot UV on (cover and back cover); C2S 100 gsm paper (inside)
Colors	Full color
Size	11 x 13 height and width
Others	180 Pages
	Hardbound
	File supply

Prepared by:


CHERRY N. CASILAO
PPO I, KMPIS

Noted by:


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Head, KMPIS