



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

## REQUEST FOR QUOTATION

30 March 2022

The Office of the Presidential Adviser on Peace, Reconciliation & Unity (OPAPRU), intends to apply the sum of One Hundred Seventy-Two Thousand Nine Hundred Fifty Pesos (PhP172,950.00), being the Approved Budget for the Contract (ABC) for the Small Value Procurement, as defined under section 53.9 of the IRR of RA 9184, for the supply, delivery, installation of twenty-eight (28) units of Chairs for Kapayapaan Conference Room. Details of which are as follows:

Lot	Goods	Quantity	Specific Technical Requirements
1	Midback executive chairs	25 units	1) Leatherette black 2) Chrome legs 3) Tilting mechanism 4) Gaslift for height adjustment
	Highback executive Chair	3 units	1) Leatherette black 2) Chrome legs 3) Tilting mechanism 4) Gaslift for height adjustment

The OPAPRU now invites contractors/suppliers to submit price quotations for the above items.

The contract will be awarded 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 864 or at [opapp.bacsec@gmail.com](mailto:opapp.bacsec@gmail.com).

*Sincerely,*

  
**Liana Joyce D. Parungao**  
AO III – Administrative Department

*Noted by:*

**Paulmark R. Martinez**  
Staff  
Administrative Department

## TERMS & 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 thirty (30) 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 4 April 2022, 10am, on the place specified below:
  1. Mayor's/Business Permit
  2. PhilGEPS Registration Number
  3. Omnibus Sworn Statement: *Original Copy*

None submission of any or all of 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's Office  
3<sup>rd</sup> Floor, Agustin I Bldg.  
F.Ortigas Jr. Road  
Ortigas Center  
Pasig City*

- e) Late bids shall not be accepted. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline for submission of bids.
- f) OPAPRU shall conduct evaluation/inspection of goods to be supplied to OPAPRU before an award shall be issued.
- g) Subcontracting is not allowed.
- h) Delivery shall be completed within fifteen (15) calendar days from receipt of Job/Purchase Order.
- i) Place of Delivery  
*6<sup>th</sup> Floor, Agustin I Bldg.  
F.Ortigas Jr. Road  
Ortigas Center  
Pasig City*
- j) Payment shall be made to the supplier or distributor within thirty (30) calendar days after the complete delivery and installation, and their inclusions, after the issuance of the Inspection and Acceptance Report by the OPAPP, subject to the submission of complete documentary requirements for payment.

- k) 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 R.A. 9184.

## QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER  
ON PEACE, RECONCILIATION & UNITY  
Agustin I Bldg.  
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 submit our price quotations for the goods:

Lot	Technical Requirements	Statement of Compliance	Quantity	Unit Cost	Total Cost
1	<ol style="list-style-type: none"><li>1) Midback executive chairs<ul style="list-style-type: none"><li>• 25 units</li><li>• Leatherette black</li><li>• Chrome legs</li><li>• Tilting mechanism</li><li>• Gaslift for height adjustment</li></ul></li><li>2) Highback executive chairs<ul style="list-style-type: none"><li>• 3 units</li><li>• Leatherette black</li><li>• Chrome legs</li><li>• Tilting mechanism</li><li>• Gaslift for height adjustment</li></ul></li></ol>				

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: \_\_\_\_\_