



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

Date: November 15, 2022

The Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU) intends to apply the sum of **Seventy Six Thousand Five Hundred Pesos Only (Php76,500.00)** being the Approved Budget for the Contract (ABC) for the Negotiated Procurement: Small Value Procurement as defined under Section 53.9 of the Implementing Rules and Regulations of RA 9184 the Procurement of Collateral Materials (Short Sleeve Polo Shirt) in connection with the conduct of activity entitled “Change Begins from Within: Capacity Building of OPAPRU-DENR Bantay Gubat” in the Province of Kalinga on December 6-9, 2022.

Lot No.	Goods	Quantity	Specific Technical Requirements
1	Short Sleeve Polo Shirt	170	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,

CHRISTINA LOREN B. UMALI
 Officer-in-Charge, Peace Accords and Transformation Office



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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 22 NOVEMBER 2022 10:00AM on the address specified below:
 1. Mayor's/Business Permit
 2. PhilGEPS Registration Number
 3. Notarized Omnibus Sworn Statement (*Original Copy*)
 4. Income/Business Tax Return (*note: for ABC above PhP500,000.00*)
5. None submission of any of the document/s will be automatically declared ineligible to bid and hence, the bid shall be disqualified.
6. 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.
7. 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

5. The OPAPRU shall conduct an evaluation/inspection of goods to be supplied/procured before an award shall be issued.
6. Subcontracting is not allowed.
7. The delivery of goods shall be completed within 15 calendar days from receipt of Job/Purchase Order.
8. The place of delivery will be at:

No. 28, M. Roxas Street, Lowerbrookside, Baguio City



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9. 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.
10. Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
11. 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
1	Short Sleeve Polo Shirt				
	Sizes:				
	Small	20pcs			
	Medium	30pcs			
	Large	35pcs			
	XLarge	25pcs			
	XXL	35pcs			
XXXL	25pcs				
	Color: Black				
	Fabric Details: 70% Cotton, 30% Polyester				
	Logo: 2"x2" each; heat press transfer				
	Back design: 8"x8"; heat press transfer				
GRAND TOTAL					



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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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ANNEX A

TECHNICAL SPECIFICATION

Title of Procurement Project: Procurement of Collateral Materials (Short Sleeve Polo Shirt) in connection with the conduct of activity entitled “Change Begins from Within: Capacity Building of OPAPRU-DENR Bantay Gubat” in the Province of Kalinga on December 6-9, 2022.

Item	Quantity	Unit	Description
1	170	Short Sleeve Polo Shirt	<ul style="list-style-type: none"> • Sizes: (20-small; 30-med; 35- Large; 25-Xlarge; 35-XXL; 25- XXXL) • Black • Fabric Details: 70% Cotton, 30% Polyester • Logo 2”x2” each; heat press transfer • Back design-8”x8”; heat press transfer