



**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) 636-0701 Fax No: (+632) 638-2216

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

*Date: November 3, 2022*

The Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU) intends to apply the sum of **Fifty Thousand Pesos Only (PhP50,000.00)** being the Approved Budget for the Contract (ABC) for the **Procurement, Supply, & Delivery of Packed Meals for the Conduct of Seminar-Workshop on Knowledge Management**, for the period of **14-15 November 2022** as defined under Section 53.9 of the Implementing Rules and Regulations of RA 9184 **Small Value Procurement**.

| Lot No. | Goods  | Quantity | Specific Technical Requirements |
|---------|--|----------|---------------------------------|
|         | <b>AM Snacks</b><br>Each food packs shall have the following:<br>1. Sandwich or Bread or Pastry<br>2. Drinks   | 50 packs | See Annex "A"                   |
|         | <b>Lunch</b><br>Each food packs shall have the following:<br>1. 1 viand (chicken or beef menu)<br>2. 1 veggies menu<br>3. 1 plain rice<br>4. Spoon and fork<br>5. Drinks | 50 packs |                                 |
|         | <b>PM Snacks</b><br>Each food packs shall have the following:<br>1. Pasta or Pancit Menu (No Pork)<br>2. Spoon and/or Fork<br>3. Drinks                                  | 50 packs |                                 |
|         | ***nothing follows***  |          |                                 |

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](mailto:bac.secretariat@peace.gov.ph).

Sincerely,



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Director Rowena T. Lopez  
Acting Head, Knowledge Management and Peace Institute Service



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## BIDS AND AWARDS COMMITTEE

### 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 08 NOVEMBER 2022 10:00AM 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 (*note: for ABC above PhP500,000.00*)
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**  
**3<sup>rd</sup> 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 5 calendar days from receipt of Job/Purchase Order.
12. The place of delivery will be at:

**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
Agustin I Bldg, F. Ortigas Jr. Rd, 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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### BIDS AND AWARDS COMMITTEE

### 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<br><i>(Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered)</i> | Unit Cost | Total Cost |
|-----|--|----------|--|-----------|------------|
|     | <b>AM Snacks</b><br>Each food packs shall have the following: <ol style="list-style-type: none"> <li>1. Sandwich or Bread or Pastry</li> <li>2. Drinks</li> </ol>  | 50 packs |  |           |            |
|     | <b>Lunch</b><br>Each food packs shall have the following: <ol style="list-style-type: none"> <li>1. 1 viand (chicken or beef menu)</li> <li>2. 1 veggies menu</li> <li>3. 1 plain rice</li> <li>4. Spoon and fork</li> </ol> | 50 packs |  |           |            |

|                    |   |          |  |  |  |
|--------------------|---|----------|--|--|--|
|                    | 5. Drinks   |          |  |  |  |
|                    | <b>PM Snacks</b><br>Each food packs shall have the following:<br>1. Pasta or Pancit Menu (No Pork)<br>2. Spoon and/or Fork<br>3. Drinks | 50 packs |  |  |  |
|                    | <b>**Inclusive of Delivery Fees and taxes</b>   |          |  |  |  |
| <b>GRAND TOTAL</b> |   |          |  |  |  |

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: \_\_\_\_\_

## ANNEX A

## TECHNICAL SPECIFICATION

Title of Procurement Project:

**PROCUREMENT, SUPPLY, & DELIVERY OF PACKED MEALS FOR THE  
CONDUCT OF SEMINAR-WORKSHOP ON KNOWLEDGE MANAGEMENT ON 14-15  
NOVEMBER 2022**

| Item      | Quantity | Unit  | Description  |
|-----------|----------|-------|--|
| AM Snacks | 50       | Packs | Each food packs shall have the following:<br>1. Sandwich or Bread or Pastry<br>2. Drinks   |
| Lunch     | 50       | Packs | Each food packs shall have the following:<br>1. 1 viand (chicken or beef menu)<br>2. 1 veggies menu<br>3. 1 plain rice<br>4. Spoon and fork<br>5. Drinks |
| PM Snacks | 50       | Packs | Each food packs shall have the following:<br>1. Pasta or Pancit Menu (No Pork)<br>2. Spoon and/or Fork<br>3. Drinks                                      |

Prepared by:


  
 \_\_\_\_\_  
**JAMES ANDREW M. SALAZAR**

Project Development Officer III, Knowledge Management and Peace Institute Service (KMPIS)

Noted by:


  
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**DIRECTOR ROWENA T. LOPEZ**

Acting Head, Knowledge Management and Peace Institute Service (KMPIS)