



**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**

*13 February 2023*

The Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU) intends to apply the sum of **One Hundred Forty-Nine Thousand Forty Pesos (PhP149,040.00)** being the Approved Budget for the Contract (ABC) for the *small value procurement*, as defined under Section 53.9 of the Implementing Rules and Regulations of RA 9184, the procurement, supply, and delivery of three (3) units of executive tables. Details as follows:

Lot No.	Goods	Specific Technical Requirements
1	Procurement, supply, and delivery of three (3) units of executive tables.	<ul style="list-style-type: none"> <li>• Executive table with side return and mobile pedestal, writing pad, grommet for wire management.</li> <li>• Width: 240cm; Dimension: 115cm; Height: 76cm.</li> </ul>

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,

**Paulmark R. Martinez**  
 Head, Administrative Services



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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 21 February 2023 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. It is highly encourage for the bidders to conduct ocular inspection before submitting their bids.



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12. The delivery of goods shall be completed within three (3) calendar days from receipt of Job/Purchase Order.
13. The place of delivery will be at:  
  
**6<sup>th</sup> Floor, Agustin I Bldg.**  
**F.Ortigas Jr. Road**  
**Ortigas Center**  
**Pasig City**
14. Payment shall be made to the supplier or distributor within fifteen (15) calendar days from complete delivery and submission of pertinent documents for payment as required under existing laws.
15. Replacement and services for the defective item/s shall be made within fifteen (15) days from receipt of the supplier or distributor of the formal written notice.
16. 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 <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
1	Procurement, supply & delivery of executive tables: <ul style="list-style-type: none"> <li>• with side return and mobile pedestal, writing pad, grommet for wire management.</li> <li>• Width: 240cm; Dimension: 115cm; Height: 76cm.</li> </ul>	3			
<b>GRAND TOTAL</b>					

Prices in the above offer are certified true and correct.

Sincerely,



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**BIDS AND AWARDS COMMITTEE**

\_\_\_\_\_  
(Signature over Printed Name of the Authorized Representative)

Company Name: \_\_\_\_\_  
Contact No: \_\_\_\_\_  
Email Address: \_\_\_\_\_



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**ANNEX A**


**Title of Procurement Project:** Procurement, supply, and delivery of three (3) units of executive tables.

	Technical Requirements	Quantity
1	<ul style="list-style-type: none"> <li>• Three (3) units of executive tables with side return and mobile pedestal, writing pad, grommet for wire management.</li> <li>• Width: 240cm; Dimension: 115cm; Height: 76cm.</li> </ul>	3

*Prepared by:*

  
**Ryan C. Pelicano**  
 Administrative Department

*Noted by:*

  
**Paulmark R. Martinez**  
 Head, Administrative Services