



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: 10 March 2023

The Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU) intends to apply the sum of ***One Hundred Sixty Eight Thousand Pesos Only (PhP168,000.00)*** 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 of ***600 pieces Collared T-Shirts, in Support to the 2023 Observance of the National Women's Month*** for the period of ***March 2023***.

Lot No.	Goods	Quantity	Specific Technical Requirements
1	Supply and Delivery of Collar T-shirts	600 pcs.	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,

DIR. LEILA A. HALUD
 Head, Social Healing and Peacebuilding 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 14 March 2023; 10:00 a.m. on the address specified below:
 - A. Mayor's/Business Permit
 - B. PhilGEPS Registration Number
 - C. Omnibus Sworn Statement (*Original and Notarized 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
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 10 calendar days from receipt of Job/Purchase Order.



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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
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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ANNEX A

TECHNICAL SPECIFICATION

Title of Procurement Project: Procurement of 600 pieces Collar Shirt in Support to the 2023 Observance of the National Women's Month

Item	Quantity	Unit	Description
Collar Shirt	600	pcs.	<ul style="list-style-type: none"> • Collar Shirt • Color: Purple • Texture Type: Cotton • Printing Method: Digital Silkscreen • Print Design: Print size must be visually clear and readable • Print size for Women's Month logo: 10inches width x 8.90 inches height • Print size for OPAPRU Logo in front , upper left side: 2inches in width

Prepared by:

Obervacia
CAROL V. GERVACIO
 AA VI, WPS Division, SHAPEO

ADVOCACY SHIRT



Specifications:

- Collar Shirt
- Color: Purple
- Texture Type: Cotton
- Printing Method: Digital Silkscreen
- Print Design: Print size must be visually clear and readable
- Size:

Size	Measurement (Width x Length)	No. of Pieces
Extra Small	17 inches x 24 inches	100
Small	18 inches x 28 inches	160
Medium	20 inches x 29 inches	160
Large	22 inches x 30 inches	100
Extra Large	24 inches x 31 inches	40
XXL	26 inches x 32 inches	20
XXXL	28 inches x 33 inches	20