



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: 9 May 2023

The Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU) intends to apply the sum of **One Hundred Sixty-Two Thousand Eight Hundred Forty-Two Pesos Only (PHP162,842.00)** being the Approved Budget for the Contract (ABC) for the **Procurement of Office Furniture, Fixtures and Equipment for the Office of the Executive Director for Plans and Programs (OEDPP)**, as defined under Section 53.9 (Small Value Procurement) of the Implementing Rules and Regulations (IRR) of RA 9184.


Goods	Quantity	Specific Technical Requirements
3 Drawer Lateral Filing Metal Cabinet	2	See Annex "A"
High Back Office Chair	3	
Office Sofa	1	
4-Chair Dining Set	1	
Office Staff Table	3	
2-Door No Frost Inverter Refrigerator	1	
4-Layered Steel Adjustable Cabinet	3	

The OPAPRU now invites suppliers to submit price quotations for the above-mentioned procurement project.

The Contract will be awarded 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,


EDIR. ANDRES S. AGUINALDO, JR.
 Executive Director for Plans and Programs



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TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is inclusive of applicable taxes, government 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 **16 May 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 duly signed 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.
 Bid documents shall be submitted in a *sealed and signed envelope* indicating the following details. Without such details, the bid shall not be accepted.
 - I. Procurement title;
 - II. Name of the Bidder
 - III. Complete mailing address
 - IV. Email address, and telephone or mobile number
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
8. The OPAPRU shall conduct an evaluation/inspection of goods to be supplied/procured before an award shall be issued.
9. Subcontracting is not allowed.
10. The delivery of goods shall be completed within **30** calendar days from receipt of Job/Purchase Order.

11. The place of delivery will be at:

**Office of the Presidential Adviser on Peace Reconciliation and Unity
5th Floor, Agustin 1 Building, F. Ortigas Jr. Road,
Ortigas Center, Pasig City**

12. Payment shall be made to the supplier through **Send-Bill Arrangement**, payable after 30 days upon receipt of SOA and submission of pertinent documents for payment as required under existing laws.
13. Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
14. All items should have at least 1 Year Warranty.
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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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

Procurement of Office Furniture, Fixtures and Equipment for the Office of the Executive Director for Plans and Programs (OEDPP)

Particulars	Quantity	Description
3 Drawer Lateral Filing Metal Cabinet	2	Dimension: W 90cm x D 45cm x H 104cm Material: Steel Color: Black (powder-coated) No. Drawers: Three (3) Features: <ul style="list-style-type: none"> • Anti-tilt • Central Locking • Punched Holes for Folders • Plastic Dividers • Movable Hanger
High Back Office Chair	3	Measurement: W 65cm x D 62cm x H 116-126cm Color: Black Materials: Back – Metal tube frame covered with open mesh fabric & polyester fabric on side Seat – Plywood with foam on seat, covered with polyester fabric Gas Lift – 10cm length black gas lift Wheel Caster – Nylon wheel caster
Office Sofa	1	Dimension: L 186cm x W 77cm x H 80cm Color: Beige or Black Size – 3-seater Materials: Polyester Fabric and Wooden Frame
4-Chair Dining Set	1	Size: 4- seater Table Dimension: L 110cm x W 70cm x H 74cm Chair Dimension: W 40cm x D 52cm x H 89cm Table Material: Malaysian Wood Chair Material: Malaysian Wood with Foam Seat Cushion Color: Wenge
Office Staff Table	3	Dimension: L 59” x W 29.5” x H 29.25” Color: Gray or Black Material: Wood Inclusion: 2 side drawers

2-Door No Frost Inverter Refrigerator	1	Dimension: L 59cm x W 59.5cm x H 178.5cm Capacity: 11cu. ft. Wattage: 220 W Refrigerator Type: 2-door Inverter Technology: Inverter Compressor Frost System: No Frost Color: Black or Gray
4-Layered Steel Adjustable Cabinet	3	Dimension: W 91cm x D 46cm x H 183cm Material: All metal Color: Gray or White

Prepared by:



ARIS B. AGLUPUS
PPO III

Noted by:



EDIR. ANDRES S. AGUINALDO, JR.
Executive Director for Plans and Programs