



Republic of the Philippines  
Presidential Communications Operations Office

## **National Printing Office**

EDSA corner National Printing Office Road  
Diliman, Quezon City  
www.nationalprintingoffice.com

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### REQUEST FOR QUOTATION

Date: November 28, 2017

PR. No.: 17-11-0715 (SVP)

ABC: P120, 000.00

Name of Company:

Address:

Business Permit No.:

TIN No.:

Contact Nos. [Landline/Cellphone Nos./Email Add]:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your representative not later than **December 5, 2017 (3:00 PM)**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact person/numbers indicated below.

Eden Taylan

Head-BAC Secretariat

Telefax: 925-2192

Email: npo.bacsecretariat@gmail.com

**EDDIE B. VISTA**

BAC Chairman



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### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Contract shall commence within 7 days from receipt of Notice to Proceed.
9. Contract for the Year 2018
10. The NPO Inspectorate Group shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NPO Inspectorate Group shall rescind the contract once the cumulative amount of the liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. Bidders must also submit the following:
  - a. Mayor's Permit
  - b. Philgeps Certificate of Registration
  - c. Income/Business Tax Returns with BIR Stamp
  - d. Omnibus Sworn Statement as prescribed by the GPPB



After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s, as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract (ABC)	OFFER					
			PRICE			Compliance with Technical Specifications		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
<b>Preventive Maintenance Service of 2 units Freight Elevator for the year 2018</b>  Scope of works:  1) The Contractor shall perform the maintenance and repair as follows: a) To Regularly and thoroughly examine the two (2) units Elevator every month and when necessary, lubricate and adjust all machinery, motors, controls parts and accessory equipment, including the hoisting and governor ropes, guide rails switches and electrical wiring. This work will be performed at the times to be mutually agreed upon by the parties therein.	1 Lot	P120,000.00				[ ]	[ ]	