



Republic of the Philippines
 Presidential Communications & Operations Office
NATIONAL PRINTING OFFICE
 Edsa corner NPO Road, Diliman, Quezon City
 Telephone and Fax No. 925-2192
 E-mail Address: npo.bacsecretariat@gmail.com

REQUEST FOR QUOTATION

For procurement of Maintenance, Check-up and Repair of 1 lot Komori Sprint Machine Through Alternative Mode of Procurement under Sec. 53.9 Small Value Procurement

The National Printing Office, through the Bids and Awards Committee, invites prospective suppliers to submit lowest and reasonable quotation for Procurement of Maintenance: Check-up and Repair with an Approved Budget for the Contract of Php800,000.00 through Revolving Fund 2017.

Quotations must be submitted personally or through e-mail/fax and duly signed by the owner or authorized representative of the supplier. Submission of Price Quotation Form [attachment 1] is not later than 3:00 p.m. on December 26, 2017.

SCHEDULE OF REQUIREMENTS

Item No.	Description	Quantity	Total	Delivered Weeks/Months	Term of Payment	Warranty
	Maintenance, Check-up and Repair of Komori Sprint Machine	1 lot	1	Within twenty [20] working days upon receipt of Purchase Order	Upon completion [good running condition], inspected and accepted by the end-user.	Service – 6 months Parts – 1 month

Scope of Works

Item	Specification	Comply or Not Comply
1	<p>For Maintenance, Check-up and Repair of 1 lot Komori Sprint Machine</p> <p>Mechanical Works:</p> <ol style="list-style-type: none"> 1. Repair Feeder Setting and timing 2. Repair swing grippers, impression cylinder grippers transfer cylinder grippers, delivery grippers 3. Repair inking rollers, dampening rollers cleaning and setting. 4. Repair and Cleaning of the machine 5. Repair plate cylinder and impression cylinder bearer gauge setting. 6. Repair blanket cylinder and impression cylinder bearer gauge setting. <p>Electrical Works:</p> <ol style="list-style-type: none"> 1. Repair electrical and electronic trouble shooting. 2. Repair impressions timing of first and second unit 3. Repair automatic impression on and off of first and second unit. 4. Repair feeder timing and swing timing sequence. 5. Repair impression on and off sequence of first and second unit. <ol style="list-style-type: none"> a. Test running of the machine b. Actual running of printing c. Observation of machine condition 	

Further, interested suppliers must submit, together with their quotation or proposal, the following documents:

1. Certified true copy of valid and current Mayor's Permit/Business License
2. Certified true copy of Tax Clearance issued by BIR
3. Certified true copy of Latest Income and Business Tax Return
4. Certified true copy of PhilGeps Registration
5. Duly notarized Omnibus Sworn Statement

Quotation/s will be valid for a period of 120 calendar days.

The National Printing Office reserves the right to accept or reject any Quotation, to annul the procurement process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, you may get in touch with the BAC Secretariat at the contact number abovementioned

EDDIE B. VISTA
BAC Chairman



Attachment 1

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
National Printing Office
Edsa, corner NPO Road
Diliman, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTION		A B C	BID AMOUNT
1 lot	Maintenance, check-up and Repair of Komori Sprint Machine	Php800,000.00	

Signature : _____
Printed Name : _____
Company Name : _____
Contact No. : _____