



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](mailto:npo.bacsecretariat@gmail.com)

### **REQUEST FOR QUOTATION**

Date: March 08, 2018  
PR.No.:18-03-0161,18-03-0163,  
18-03-0165 (SVP)  
ABC: Lot 1 = P89,000.00  
Lot 2 = P260,375.00  
Lot 3 = P54,372.00

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 **March 16, 2018 (3:00 PM)**.

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

**ENGR. NEIL L. MACARAEG**  
BAC Chairman

**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 item/s shall be delivered within ten (10) working days from receipt of purchase order.
9. The NPO Inspectorate Group shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. Bidders must also submit the following:
  - a. Certified true copy of current Mayor's Permit/Business License
  - b. Certified true copy of Philgeps Certificate of Registration
  - c. Certified true copy of Latest Income/Business Tax Returns with BIR Stamp
  - d. Omnibus Sworn Statement as prescribed by the GPPB with Notarized & photo copy of any government issued ID
  - e. Sample of goods (if applicable)

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	
<p>20 reams – White Ledger, 105 gsm, size: 28" x 34"</p> <p>Plus or minus 2% in weight, guillotine trimmed, square on four sides, 500 sheets per ream, wrapped and properly labelled with numbers free from curls, creases, pinholes and non-blotting, fresh stock high grade quality and with pallette. With free sample provided by the supplier (5 sheets) date manufactured indicated, continuous numbering from the bottom.</p>	Lot 1	P89,000.00				[ ]	[ ]	
<p>a) 1,500 sheets – Kraft Paper, 150 gsm, size: 36" x 48"</p> <p>b) 7,000 sheets – Jute Tagboard, 14 points, size: 36" x 45"</p> <p>Plus or minus 2% in weight, guillotine trimmed, square on four sides, 200 sheets per ream, wrapped and properly labelled with numbers, free from curls, creases, pinholes and non-blotting, fresh stock, high grade</p>	Lot 2	P260,375.00						

<p>quality and with pallete. With free sample provided by the supplier (2 pcs.) date manufactured indicated, continuous numbering from the bottom.</p> <p>a) 500 pcs. - Chipboard #20, 40 pcs./bundle, 100 lbs./bundle, size: 26" x 38"</p> <p>b) 640 pcs. - Chipboard #40, 80 pcs./bundle, 100 lbs./bundle, size: 26" x 38"</p> <p>c) 1,280 pcs. - Chipboard #80, 160 pcs./bundle, 100 lbs./bundle, size: 26" x 38"</p> <p>Plus or minus 2% in weight, guillotine trimmed, square on four sides, 200 sheets per ream, wrapped and properly labelled with numbers free from curls, creases, pinholes and non- blotting, fresh stock high grade quality and with pallete. With free sample provided by the supplier (2 pcs.) date manufactured indicated, continuous numbering from the bottom.</p>	Lot 3	P54,372.00						
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Signature over Printed Name

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Position in the Company