



Republic of the Philippines  
Presidential Communications & Operations Office

**NATIONAL PRINTING OFFICE**

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**REQUEST FOR QUOTATION**

Date: May 17, 2018

PR.No.: 18-04-0326(SVP)

ABC: P183,013.20

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 **May 22, 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) calendar 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 attached of any government issued ID Card
  - 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	
Various Common Use Supplies <ul style="list-style-type: none"> <li>• 25 packs – AA Battery</li> <li>• 4 packs – AAA Battery</li> <li>• 39 boxes – Ballpen (black)</li> <li>• 25 boxes – Ballpen (Blue)</li> <li>• 22 boxes – Ballpen (Red)</li> <li>• 7 pcs. – Bolt Binder Heavy Duty</li> <li>• 2,700 pcs. – Brown Envelope (short)</li> <li>• 15 boxes – Carbon Paper short permafilm</li> <li>• 6 pcs. – Clear Book, A4 size: 210 x 297mm</li> <li>• 3 pcs. - Clear envelope (clear PVC Pouch) with zip lock, size at least A5</li> <li>• 5 pcs. – Clear sheet, Legal size: 216 x 356mm</li> <li>• 6 pcs. – Clear book, Legal size: 216 x 356mm</li> <li>• 35 box – Clip, backfold 32MM</li> </ul>	1 Lot	P183,013.20				[ ]	[ ]	

<ul style="list-style-type: none"> <li>• 2 pcs. - clip board 8.5" x 13"</li> <li>• 25 pcs. – Correction Fluid</li> <li>• 6 pcs. – Data File Box, made with chipboard, with close ends</li> <li>• 6 rolls – Double sided Tape 24mm x 10 yards</li> <li>• 9 pcs. – DVD Rewritable</li> <li>• 150 pcs. – Expandable envelope, legal size</li> <li>• 50 pcs. – expandable Folder, Long</li> <li>• 50 pcs. – Expandable Folder, short</li> <li>• 78 rolls – Facsimile Paper, Thermal Paper 210mmx30m</li> <li>• 6 bottle – Hand Sanitizer (1,200ml)</li> <li>• 35 box Fastener (Metal)</li> <li>• 85 box – Fastener (Plastic)</li> <li>• 3 pcs. – Felt White Board Eraser</li> <li>• 6 pcs. – File Holder</li> <li>• 17 pcs. – Flash Drive 32GB</li> <li>• 5 pcs. – Flash Drive 64 GB</li> <li>• 1 pc. – Flash Drive 16GB</li> <li>• 1 pack – Folder Tagboard A4</li> <li>• 1 pack Folder Tagboard Legal size</li> <li>• 1 bundle – Looseleaf cover, 50 sets per</li> </ul>								
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<ul style="list-style-type: none"> <li>bundle</li> <li>• 10 pcs. – Magazine File Box, Large</li> <li>• 3 pcs. – Magnifying Glass (Medium size)</li> <li>• 1 box – Mailing envelope (500 pcs./box)</li> <li>• 2 box – Mailing Envelope with window (500 pcs./box)</li> <li>• 10 roll – Masking Tape, 48 MM</li> <li>• 5 roll – Masking Tape, 24 MM</li> <li>• 20 tube – NT Cutter Blade</li> <li>• 2 unit – Paper shredder</li> <li>• 144 pcs. – Permanent Marker (Blue Broad)</li> <li>• 180 pcs. – Permanent Marker (Black Broad)</li> <li>• 160 pcs. – Permanent Marker ( Red Broad)</li> <li>• 56 pcs. – Permanent Marker ( Red, Fine/Bullet)</li> <li>• 22 pack – Post-It</li> <li>• 34 pack – Post-It Sign Here</li> <li>• 16 pcs. – Puncher (Heavy Duty)</li> <li>• 8 box – Rubber Band 70 MM Min Lay Flat Length (#18)</li> <li>• 11 box – Rubber Band Big, Brown</li> <li>• 1 box – Rubber Band small</li> <li>• 40 pcs. – Rubber Pencil eraser</li> </ul>								
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<ul style="list-style-type: none"> <li>• 4 pcs. – Ruler, Plastic 12"</li> <li>• 1 pc. – Ruler, Stainless 18"</li> <li>• 1 pc. – Ruler, Stainless 24"</li> <li>• 2 pair – Scissors 6"</li> <li>• 145 rolls – Scotch Tape 1"</li> <li>• 90 rolls – Scotch Tape 2"</li> <li>• 60 pcs. – Sign Pen V5 Black</li> <li>• 20 pcs. – Sign Pen V5 Blue</li> <li>• 5 pcs. – Stamp Pad, Felt, 60 x 100mm</li> <li>• 14 bottle – Stamp Pad ink, Purple/Violet</li> <li>• 135 box – Staple Wire #35</li> <li>• 18 pcs. – Staple with Wire Remover (Heavy Duty)</li> <li>• 6 pcs. – Super Color Marker (wide &amp; broad) SC – 66000</li> <li>• 2 pc. – Tape Dispenser Table Top</li> <li>• 24 pcs. – Whiteboard Marker (Blue, Broad)</li> <li>• 60 pcs. – White Board Marker (Black, Broad)</li> <li>• 12 pcs. – White Board Marker (Red, Broad)</li> <li>• 2 packs – White Mailing Envelope Long (10 pcs./pack)</li> <li>• 2 pcs. – Paper Cutter, Heavy Duty Steel</li> <li>• 1 box – Bulldog/File Clip, Heavy Duty, Large, (12 pcs./box)</li> </ul>								
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<ul style="list-style-type: none"> <li>• 1 box – Bulldog/File Clip, heavy Duty, Medium (12pcs./box)</li> <li>• 60 pcs. – Red Ballpen, 0.3mm needle tip</li> <li>• 36 pcs. – Black Ballpen, 0.3mm needle tip</li> <li>• 72 pcs. – Blue Ballpen, 0.3mm needle tip</li> </ul>								
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Signature over Printed Name

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Position in the Company