



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE

📍 EDSA Corner NIA North Road, Diliman, Quezon City ✉ yeswecanpo.nic@gmail.com 📘 facebook.com/OfficialNPO

**INVITATION TO BID
FOR THE SERVICES OF A BUYER FOR SALE OF SCRAP PAPER**

The National Printing Office hereby invites interested bidders to participate in the public bidding for the **services of a buyer for sale of scrap paper**.

Please quote your highest offer price in the item/s indicated below. Submit the duly accomplished quotation on or before **28 September 2018**.

Description	Floor Price/Kilo
a. Bond Paper, Bookpaper and Paper Board Trimmings (White)	P 13.10
b. Bond Paper, Bookpaper and Paper Board Trimmings with Markings (White)	P 11.20
c. Paper Trimmings including Carbonless Paper (Assorted Color)	P 2.25
d. Paper Supply Cover/Corrugated Board	P 5.50

- Bids received lower than the Floor Price for each item shall be rejected at bid opening.
- The Quotation Forms and Instruction to Bidders (ITB) will be issued to prospective bidders from **19 September 2018 to 9:00 am of 28 September 2018** after payment of a non- refundable fee of **Php 1,000.00**. Interested bidders may obtain further information from the Disposal Committee.
- The Quotations must be duly signed by your authorized representative and submit together in a separate sealed envelope the Requirements (Certified True Copy) to the Disposal Committee on or before **28 September 2018 not later than 1:30 pm**. Said proposals will be opened in the presence of the bidder's representatives who choose to attend.
- **Opening of sealed quotation and requirements will be on 28 September 2018 at 2:00 pm at the Assistant Superintendent's Office/ Chairman of the Disposal Committee, 3rd Floor.**
- For further information, please refer to:

DISPOSAL COMMITTEE
National Printing Office
EDSA Corner NIA North Road,
Diliman, Quezon City
Telephone No.: 928-6563


FLORANTE M. FADUL
Chairman, Disposal Committee

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INSTRUCTIONS TO BIDDERS/ TERMS AND CONDITIONS

DATE OF OPENING OF SEALED QUOTATIONS: SEPTEMBER 28, 2018, 2:00 PM, AT THE ASSISTANT SUPERINTENDENT'S OFFICE/ CHAIRMAN OF THE DISPOSAL COMMITTEE, 3RD FLOOR, EDSA CORNER NIA NORTH ROAD, DILIMAN, QUEZON CITY.

RE: SERVICES OF A BUYER FOR SALE OF SCRAP PAPER.

1. Eligibility Requirements

Certified true copies of the following documents:

- 1.1. Department of Trade and Industry (DTI) Business Name Registration for Single Proprietorship; or
- 1.2. Securities and Exchange Commission (SEC) Registration Certificate for Corporation/Partnership with the following attachments:
 - i. Original/Amended Articles of Incorporation, whichever is valid and existing
 - ii. By-Laws
 - iii. General Information Sheet
- 1.3. Valid Current Mayor's Permit/Municipal License for 2018 issued by the City/Municipality
- 1.4. Tax Identification Number
- 1.5. If Partnership or Corporation, Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); or
- 1.6. If Single Proprietorship, Latest Income Tax Return duly stamped by the Bureau of Internal Revenue (BIR)
- 1.7. Environmental Compliance Certificate or its equivalent certification from Local Government Unit where the Business is located.
- 1.8. Authority of the Signatory

2. Submission of Bids and Requirements

- 2.1. The quotation accomplished in at least three (3) copies must be submitted together in a separate sealed envelope the requirements (Certified True Copy) to the Disposal Committee.
- 2.2. Deadline of submission of quotations is at **1:30 pm, September 28, 2018.** Quotations submitted beyond said deadline shall not be accepted.

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3. Opening of Bids

- 3.1. The opening of bids shall be at **2:00 pm of September 28, 2018** at the **Assistant Superintendent's Office/ Chairman of the Disposal Committee, 3rd Floor, Edsa Corner NIA North Road, Diliman, Quezon City.** Bidders or their duly authorized representative/s may witness the proceedings.
- 3.2. Quotations submitted cannot be changed or withdrawn after the deadline of submission of quotations.
- 3.3. Bids shall be publicly opened in the presence of a representative from the Commission on Audit (COA).
- 3.4. An Abstract of Bids shall be prepared by the Disposal Committee for reference

4. Awarding of Bids

- 4.1. Bidders are required to present the originals of the Eligibility Requirements for post- qualifications.
- 4.2. Award shall be made to the highest bidder.

5. Performance Bond

- 5.1. Within ten (10) calendar days from the receipt of the Notice of Award but in no case later than the signing of the contract by both parties, the successful bidder is required to post a **Performance Bond** of Ten Thousand (**P 10,000.00**), Philippine Currency in the form of Cash, Cashier's/Manager's Check during the existence of this Contract.
- 5.2. Failure of the successful bidder to comply with the above- mentioned requirement shall constitute sufficient ground for the annulment of the award/ or forfeiture of the bid security.

6. Contract

- 6.1. The successful bidder will be awarded:
 - i. One (1) year contract to purchase and haul all the scrap paper consisting of paper trimmings at the same price quoted and won by the bidder/ s.
- 6.2. The buyer shall defray all expenses to be incurred in connection with the execution of the bill of sale including notarial and registration fees and such other fees and expenses that may be necessary for the validity of the instrument and/ or others that may be executed to implement the terms and conditions of the sale.
- 6.3. Cash Payment shall be made directly to and in favor of the National Printing Office (NPO).

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- 6.4. Segregation, weighing, and bundling shall be done in the presence of duly authorized representatives of NPO, Committee on Disposal and the Commission on Audit.
- 6.5. Removal and hauling of the Paper Trimmings shall be immediately undertaken on the same day after weighing and payment.
- 6.6. The disposal/collection and removal of waste/garbage shall be done as often as possible in coordination with the Quezon City Government.
- 6.7. The NPO weighing scale shall always be utilized in weighing the Paper Trimmings.
- 6.8. The removal, hauling/taking after weighing of disposable papers including waste/garbage, shall be done as often as the need arises, to commence **upon the receipt of the Notice to Proceed (NTP) or shall be immediately undertaken in October**, provided that failure to remove, collect, haul/take delivery for three (3) consecutive months shall be a cause of termination of this contract and forfeiture of the Performance Bond.

I/ WE AGREE TO THE FOLLOWING:

NAME OF COMPANY/ BIDDER _____

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE: _____

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