



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

REQUEST FOR QUOTATION

Date: November 07, 2018
PR.No.: 18-10-0695 (SVP)
ABC: P134,690.00

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
Contact Nos. [Landline/Cellphone Nos./Email Add]: _____

Please quote your best offer most beneficial to National Printing Office (NPO) 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 **November 12, 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), or best offer most beneficial to National Printing Office (NPO) 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. Omnibus Sworn Statement as prescribed by the GPPB with Notarized & photo copy attached of any government issued ID

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

ITEM DESCRIPTION	Quantit y (QTY)	Approved Budget for the Contract (ABC)	OFFER					
			PRICE			Compliance with Technical Specifications		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
Consumables for Printer & Copier 1) 3 pcs. – Canon PG 40, Black, Pixma MP198 Printer 2) 3 pcs. – Canon PG 41, Colored Pixma MP 198 Printer 3) 1 pc. – Canon MP 237, Black Ink 4) 1 pc. - Canon MP 237, Cyan Ink 5) 1 pc. – Canon MP 237, Magenta Ink 6) 1 pc. – Canon MP 237, Yellow Ink 7) 20 pcs. – Epson FX 2175, printer Ribbon 8) 110 pcs. – Epson (T6641), Black 9) 55 pcs. – Epson (T6642), Cyan 10) 55 pcs. – Epson (T6643), Magenta 11) 55 pcs. – Epson (T6644), Yellow 12) 3 pcs. – Fax Film, Brother PC402RF	1 Lot	P134,690.00				[]	[]	

Black								
13) 3 pcs. – HP 60, Black, HP Deskjet F4280								
14) 3 pcs. – HP 60, Colored/ Tricolor, HP Deskjet F4280								
15) 5 pcs. – HP 61, Black								
16) 5 pcs. – HP 61, Colored/ Tricolor								
17) 2 pcs. – HP 932, Black, HP Office Jet 7110								
18) 2 pcs. – HP 933, Cyan, HP Office Jet 7110								
19) 2 pcs. – HP 933, Magenta, HP Office Jet 7110								
20) 2 pcs. – HP 933, Yellow, HP Office Jet 7110								
21) 21 pcs. – Ribbon, Typewriter Manual								
22) 1 pc. – Toner Cartridge, Brother MFC-9120CN, Black								
23) 1 pc. – Toner Cartridge, Brother MFC-9120CN, cyan								
24) 1 pc. – Toner Cartridge, Brother MFC- 9120CN, magenta								
25) 1 pc. – Toner Cartridge, brother MFC-9120CN, Yellow								
26) 1 pc. – Toner T-								

2309P-2K, Toshiba 2803AM	Black, e-Studio								
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Signature over Printed Name

Position in the Company