



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: October 31, 2018
PR.No.: 18-10-0694(SVP)
ABC: P71,489.50

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 06, 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	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 & Consumables 1) 6 bottles - Alcohol, Isoprophyl, 40%, 500 ml 2) 1 box - Ballpen, 0.7, Blue, 12 pcs./box 3) 25 box - Ballpen, 0.5, Black, 12 pcs./box 4) 25 box - Ballpen, 0.5, Blue, 12pcs./box 5) 15 box - Ballpen, 0.5, Red, 12 pcs./box 6) 112 pcs. - Bolt Binder, Heavy Duty 7) 3 pcs. - Clear Envelope (Clear PVC Pouch) with Zip Lock, size: at least A5 8) 200 pcs. - Correction Tape 9) 6 pcs. - Data File,	1 Lot	P71,489.50				[]	[]	

Closed, Legal, Vertical Single								
10) 2 rolls – Double-Sided Tape, size at least 24mm x 10 yards								
11) 2,000 pcs. – Envelope, Documentary, Long								
12) 700 pcs. – Envelope, Documentary short								
13) 12 rolls – Facsimile Paper, 210mm x 30m								
14) 50 box – Fastener, Plastic								
15) 3 box – File Clip, Heavy Duty, Large, Bulldog Clip, 12 pcs./box								
16) 3 box – File Clip, Heavy Duty, Medium, Bulldog Clip, 1 pc./box								
17) 6 pcs. – File Holder								
18) 6 pack – Folder, L-Type, A4 size, 50 pcs./pack								
19) 8 pack – Folder, L-Type, Legal size, 50 pcs./pack								
20) 50 pcs. – Folder, Expandable Long								
21) 50 pcs. – Folder, Expandable short								
22) 500 pcs. Folder, White Long								
23) 500 pcs. – Folder, White Short								



24) 1 pack – Folder, Tagboard, for A4 size Documents								
25) 1 pack – Folder, Tagboard, for Legal size Documents								
26) 3 box – Gel Pen, 0.7, Black, 12 pcs./box								
27) 3 box – Gel Pen, 0.7, Blue, 12 pcs./box								
28) 6 container – Hand Sanitizer, 500 ml, contains 68% ethyl alcohol								
29) 2 pad – Note Pad, Stick-on (3" x 3"), 100 sheets/pad								
30) 50 roll – Packaging Tape, Width 3"								
31) 4 box – Pencil, Lead with Eraser (12 pcs./box)								
32) 24 pcs. – Permanent Marker, Broad, Black								
33) 48 pcs. – Permanent Marker, Broad, Blue								
34) 36 pcs. – Permanent Marker, Broad, Red								
35) 7 pack – Post-It, Sign here								
36) 2 box – Press Board Folder, short, color: Red, 100 pcs./box								
37) 108 pcs. – Sign Pen, 0.5, Black, 12								

pcs./box								
38) 96 pcs. – Sign Pen, 0.5, Blue, 12 pcs./box								
39) 12 pcs. – Sign Pen, 0.5, red, 12 pcs./box								
40) 10 pcs. – Stamp Pad Ink, Purple/Violet								
41) 6 pcs. – Stapler with Wire Remover								
42) 4 pcs. – USB Flash Drive, 64 GB								
43) 5 pcs. – USB Flash driver, 16 GB								
44) 11 pcs. – USB Flash Driver, 32 GB								

Signature over Printed Name

Position in the Company

