



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

**REQUEST FOR QUOTATION**

Date: December 05, 2018  
PR.No.: 18-11-0777 (SVP)  
ABC: P110,000.00

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 **December 10, 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 fifteen (15) 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 copy of Current Mayor's Permit/Business License
  - b. Certified 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
  - d. 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	
<b>Labor of Dismantling, Transferring &amp; Installation of Old Taiyo TOF Machine Serial No. 2017-1- 4/2000.1.2</b>  <b>Job Scope:</b> <b>Dismantling</b> <b>-Electrical</b> 1) Tagging of all electrical terminals 2) Disconnection of electrical control panel 3) Disconnection of voltage regulator 4) Disconnection of screen/monitor camera system 5) Disconnection of main motor 6) Disconnection of chilling unit 7) Disconnection of Drying unit 8) Disconnection of vacuum unit  <b>Pneumatics</b>  1) Tagging of all pneumatic	1 Lot	P110,000.00				[ ]	[ ]	

<p>connection which includes pneumatic hoses, valves and pneumatic cylinders</p> <p>2) Disconnection of pneumatic hoses</p> <p><b>Mechanical</b></p> <p>1) Tagging/Marking of all connecting points/links between each every heads/unit of the machine</p> <p>2) Tagging mechanical parts esp. the main drive shaft</p> <p>3) Dismantle the 4 color heads including the Unwind and Rewiring Unit</p> <p>4) Dismantle the Processing unit which include the Punching, Folding and roll units</p> <p><b>Re-Positioning of the Machine in the Concrete Flatform</b></p> <p>1) Position the unwind/feeder unit</p> <p>2) Position the 4 color heads</p> <p>3) Position the numbering/letterpress unit</p> <p>4) Position the Processing Unit</p> <p><b>Linking/Assembling</b></p> <p>1) Connect the 4 color heads including the unwind and</p>								
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processing unit 2) Connect the drive shaft of the machine 3) Install the Main Motor  <b>Leveling</b> 1) Level the all heads including the unwind and processing unit using 0.02mm tolerance precision level 2) Check the tension of all the belt such as timing belts and drive belt  <b>Electrical Connection</b> 1) Set the power Supply 2) Terminate all electrical connection which includes a) Control panel b) Voltage regulator c) Power supply 3) Connect the chilling unit 4) Connect all pneumatic components such as hoses, valves and pneumatic cylinders  <b>Calibration</b> 1) Power up the machine 2) Check the tension of the inking and dampening unit 3) Check the water distribution (chilling unit)								
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4) Print test 5) Check the impression of all printing unit Miscellaneous Fee 10%								
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Signature over Printed Name

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Position in the Company