

REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE

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

BIDS AND AWARDS COMMITTEE

Telefax No. (02) 925-2192

E-mail Address: npo.bacsecretariat@gmail.com

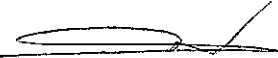
REQUEST FOR QUOTATION

Date: March 5, 2020
PR.No.: 20-02-0144 (SVP)
ABC : P259,882.00

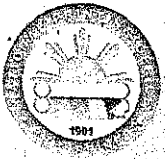
Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
Contact Nos. [Landline/Cellphone Nos./Email Add]: _____

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 **March 9, 2020 (3:00 PM)**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated above and submit complete requirements.


ENGR. NEIL L. MACARAEG
BAC Chairman

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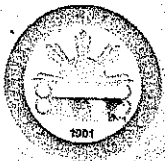
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TERMS AND CONDITIONS:

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. Payment shall be made after the complete inspection and acceptance of delivery by NPO [end-user].
9. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
10. The NPO Inspectorate Group shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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.
12. 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. Notarized Omnibus Sworn Statement as prescribed by the GPPB and attached photo copy of any government issued ID
 - d. Sample of goods (if applicable)

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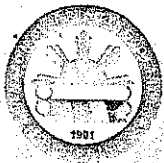
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After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s, as follows:

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"> • 88 bottles Alcohol, Ethyl, 70%, 500 ml • 37 bottle Alcohol, Isopropyl, 70%, 500 ml • 10 bottles Alcohol, Isopropyl Alcohol, 70% Solution, 1000ml, with Moisturizer • 250 sets Aluminum Screw Post, Silver • 20 sets Aluminum Screw Post, Gold • 130 boxes Ballpen, 0.5, Black, 12 pcs./box • 116 boxes Ballpen, 0.5, Blue, 12 pcs./box • 51 boxes Ballpen, 0.5, Red, 12 pcs./box • 6 pcs. Ballpen, Frixion, Black • 1 pack Battery (AA), 4 pcs./pack • 3 boxes Carbon Paper, Long, Blue, 100 sheets/box 	1 Lot					[]	[]	
		₱6,600.00						
		₱3,330.00						
		₱2,000.00						
		₱4,250.00						
		₱340.00						
		₱8,190.00						
		₱7,308.00						
		₱3,213.00						
		₱480.00						
		₱100.00						
		₱2,160.00						

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• 2 boxes Carbon Paper, Short	₱1,410.00						
• 4 boxes Continuous Form, 4 ply, 11" x 14"	₱6,800.00						
• 15 boxes Continuous Form, 1 ply, 11" x 14"	₱16,500.00						
• 15 boxes Continuous Forms, 4 ply, 8 1/2" x 11"	₱25,500.00						
• 15 boxes Continuous Form, 1 ply, 8 1/2" x 11"	₱16,500.00						
• 11 pcs. Data File Box, Closed, Legal, Vertical	₱1,650.00						
• 6 pcs. Data Folder, Legal Size, Blue	₱1,200.00						
• 2 pcs. DVD Rewritable, 4x speed, 4.7 GB capacity	₱50.00						
• 7 pcs. 4 Tier Document/Desk Tray, Metal	₱5,075.00						
• 3 pcs. 3 Tier Document/ Desk Tray, Metal	₱1,965.00						
• 400 pcs. Expanding Envelope, short, Blue	₱3,200.00						
• 300 pcs. Expanding Envelope, Long, Blue	₱4,200.00						
• 400 pcs. Expanding Envelope, Short, Yellow	₱3,200.00						
• 400 pcs. Expanding Envelope, Long, Yellow	₱5,600.00						
• 400 pcs. Expanding Envelope, Short, Green	₱3,200.00						
• 400 pcs. Expanding Envelope, Long, Green	₱5,600.00						

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Office of the Director (02) 925-2187 / 925-2189 (Telefax) • Administrative Division (02) 925-2182 • Production Planning and Control Division (02) 925-2186 (Telefax)
Sales and Marketing Division (02) 925-2190 / 925-2197 (Telefax) • Official Gazette Publication (02) 928-6257

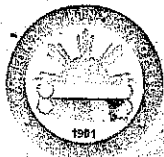


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• 20 pcs. Expanding, Envelope, Plastic, Blue	₱2,600.00						
• 45 pcs. Facsimile Paper, 210mm x 30m	₱2,925.00						
• 77 boxes Fastener, Plastic	₱3,465.00						
• 50 packs Fastener, PVC Plastic, 10 pcs./pack	₱3,750.00						
• 24 pcs. Fluorescent Marker, Highlighter, Neon Green	₱840.00						
• 30 pcs. Fluorescent Marker, Highlighter, Neon Yellow	₱900.00						
• 38 pcs. Fluorescent Marker, Highlighter, Neon Orange	₱1,140.00						
• 50 pcs. Folder, Expandable, Long	₱1,250.00						
• 990 pcs. Folder, Long, White	₱6,930.00						
• 930 pcs. Folder, White, Short	₱4,650.00						
• 50 pcs. Folder, Morocco, Sliding, Long	₱750.00						
• 100 pcs. Folder, Sliding, Short, Blue or Yellow with Acetate Front Cover	₱700.00						
• 100 pcs. Folder, Sliding, Long, Blue or Yellow with Acetate Front Cover	₱800.00						
• 100 pcs. Folder, pressboard, Blue, Short Size	₱2,300.00						
• 6 packs Folder, Tagboard, A4 Size, 50 pcs./pack	₱3,600.00						

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• 6 pcs. Permanent Marker, Super Color, Wide and Broad, Black	₱900.00						
• 28 packs Post-It, Sign Here, 50 flags/pack	₱4,676.00						
• 20 packs Post-It Notes, 3x3, 100 sheets/pack	₱1,200.00						
• 10 packs Post-It Notes, 3 x 4, 100 sheets/pack	₱950.00						
• 3 pcs. Ruler, Plastic, Size: 12 inches	₱105.00						
• 1 pc. Ruler, Steel, Size: 12 inches	₱80.00						
• 3 pcs. Sign Pen, 1.0mm, Blue	₱315.00						
• 72 pcs. Sign Pen, 0.7, Black	₱5,400.00						
• 72 pcs. Sign Pen, 0.7, Blue	₱5,400.00						
• 1 bottle Stamp Pad Ink, Purple/Violet, 946 ml	₱960.00						
• 1 pc. Stapler, Heavy Duty, Binder Type	₱1,782.00						
• 1 box Staple Wire for Binder Type Stapler	₱50.00						
• 10 packs Sticker Paper, A4, Matte, 10 pcs./pack	₱550.00						
• 6 pcs. Stripping knife, heavy Duty	₱2,400.00						
• 3 pcs. Tape Dispenser 2"	₱510.00						
• 5 rolls Tape, Packaging, Size: 3"	₱330.00						
• 10 pcs. Typewriter Ribbon, Manual	₱350.00						
• 10 pcs. USB Flash Drive, 8GB	₱3,300.00						

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• 25 pcs, USB Flash Drive, 32GB	₱19,875.00						
• 3 pcs. USB Flash Drive, 64GB	₱3,000.00						
• 30 pcs. Whiteboard Marker, Black, Fine	₱1,650.00						
• 10 pcs. Whiteboard Marker, Blue, Fine	₱550.00						
• 10 pcs. Whiteboard Marker, Red, Fine	₱550.00						
• 10 reams Paper, 210mm x 297mm (A4), 80 gsm, 500 pcs./ream	₱2,450.00						
• 5 reams Paper, 216mm x 330mm (Legal), 80 gsm, 500 pcs./ream	₱1,390.00						
	<hr/>						
	₱259,882.00						

Note:

- Delivery term: 10 Calendar days
- Submit Complete Requirements (see page 2. No. 12 of RFQ)

Signature over Printed Name

Position in the Company

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