



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE

EDSA Corner NIA North Road, Diliman, Quezon City

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facebook.com/OfficialNPC

BIDS AND AWARDS COMMITTEE

TeleFax No. (02) 8925-2192

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

REQUEST FOR QUOTATION

Date: June 17, 2020

PR.No.:20-06-0244(SVP)

ABC: P915,000.00

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 **June 22, 2020 (3:00 PM)**.

Open quotations together with the complete documentary requirements may be submitted, manually at the NPO BAC or through email at the address indicated above.


NAPOLEON G. GONZALES
BAC Vice-Chairman

One NPO, Our NPO, Yes we canNPO!!!

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 true copy of Current Mayor's Permit/Business License [If ***expired***, must submit Official Receipt (OR) of renewal application, subject to submission of Business or Mayor's Permit after award of contract but before payment as stipulated in GPPB Reso. No. 09-2020]
 - b. Certified true copy of Philgeps Certificate of Registration
 - c. Certified true copy of Tax Clearance
 - d. Certified true copy of Latest Income/Business Tax Returns [If yet to be filed, shall henceforth be subject to compliance after award of contract but before payment in view of Revenue Regulation 11-2020 issued by the BIR]
 - e. Notarized/Unnotarized Omnibus Sworn Statement as prescribed by the GPPB and attached photocopy of any government issued ID [If ***unnotarized***, shall henceforth be subject to compliance after award of contract but before payment as stipulated in GPPB Reso. No. 09-2020]
 - f. Company Profile
 - g. List of similar completed projects local/abroad
 - h. List of key personnel to be assigned in the project
 - i. PCAB License (Infra.)

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	
<p>Renovation of the One-Stop Shop (Transaction Area) Renovation/construction of dry walls partitions, partitions, glass partitions and transaction counter top at the One-Stop Shop/SMD. Installation of Magnetic Door Access control system at the employee's backdoor entrance</p> <p>Scope of Work</p> <p>Civil/Architectural Works Partitions/ Walls Painting Works Masonry Works Glass Works Furnishing Works Seatings</p> <p>Electrical & Structured Cabling Works Electrical Works Structured Cabling Works</p> <p>Specialty Works</p>	1 Lot	P915,000.00				<input type="checkbox"/>	<input type="checkbox"/>	

Supply and Install Dual Way voice mic								
Speaker Intercom window counter								
Supply and Install magnetic access control system								
15 calendar days								

NATIONAL PRINTING OFFICE (SMD)

SUMMARY OF WORK ITEMS

DIV.	SCOPE OF WORKS		LUMP SUM COST
02	CIVIL / ARCHITECTURAL WORKS		PHP
2.1	Partitions /Walls	-	
2.2	Painting Works	-	
2.3	Glass Works	-	
2.4	Furnishing Works	-	
2.5	Seatings	-	
03	ELECTRICAL & STRUCTURED CABLING WORKS		PHP
	Electrical Works	-	
	Structured Cabling Works	-	
04	SPECIALTY WORKS		PHP
	Dual Way Voice Mic Speaker Intercom Window Counter	-	
	Supply and Installation of Card Reader Door Access System	-	
	Add: General Requirements		PHP
	A. Bond Premium /Permits	-	
	B. Mobilization / Demobilization	-	
	C. Site Management / Safety Program	-	
	D. Temporary Facilities	-	
	E. SiteClearing / Housekeeping	-	

	F. As Bulit Plans	-	
***	OTHER REQUIREDWORKS		
	TOTAL DIRECT COST		PHP
	Mark-up		PHP
	a. Contingencies	PHP	
	b. Overhead	PHP	
	c. Profit	PHP	
	d. VAT (12%)	PHP	
	TOTAL DIRECT COST		PHP
	LESS SALVAGE COST IF APPLICABLE		
	BID FOR ARCHITECTURAL WORKS (ABC)		PHP
	Signature		
	Submitted by		
	Position		
	Firm		
	Date		

NATIONAL PRINTING OFFICE

NOTE TO THE BIDDER:

PLEASE INDICATE "0" IF WORK ITEM NOT REQUIRED IN THE BID

DETAILED WORK ITEMS

DIV.	SCOPE of WORKS and SPECIFICATIONS	QUANTITY	UNIT	MATERIALS		LABOR		LUMP SUM COST
				Unit Cost	Cost	Unit Cost	Cost	
1	GENERAL REQUIREMENTS							
	A. Bond Premium / Permits							
	1. Performance Bond	1.00	Lot					
	2. Contractor's All Risk Insurance	1.00	Lot					
	3. Guarantee / Warranty Bond	1.00	Lot					
	B. Mobilization and Demobilization	1.00	Lot					
	C. Site Management and Safety Program	1.00	Lot					
	D. Temporary Facilities	1.00	Lot					
	- Temporary barracks for Storage of materials							
	- Power and Water consumption during construction period.							
	E. Gen. Cleaning/Hauling of Debris	1.00	Lot					
	- Clearing/ cleaning, removal,							

	hauling and disposal of construction debris from time to time (during and after construction works) up to turn-over and acceptance of the project.							
	F. As-built Plans	1.00	Lot					
	G. Others							
	Subtotal (General Requirements)							

02	CIVIL/ARCHITECTURAL WORKS							
	- Inclusive of all accessories and consumables and others							
	- Paintings - Flat White Straight from the can							
2.1	Partitions / Walls							
2.1.1	Supply Installation of New Low Heights Drywall Partition (12mm Gypsum Board on Metal Studs)	7.59	M2					
2.1.2	Supply and Installation of New Drop wall Partitions (12mm Gypsum Board on Metal Studs)	5.56	M2					
2.1.3	Dismantling and Relocation of Existing Low Height Drywall Partitions (12mm Gypsum Board on Metal Studs)	1.00	Lot					
2.1.4	Dismantling of Excess Existing Low Height Drywall Partitions (12mm Gypsum on Metal Studs)	1.00	Lot					
2.1.5	Provision for Cashier Service counter / Access Hatch (400mmWx100mmD)	1.00	Lot					

2.1.6	Tileworks (Replacement / Restoration of affected Tiled Flooring)	5.76	M2					
2.3	Painting Works							
2.3.1	New Low Height Drywall Partitions	15.18	M2					
2.3.2	New Drop wall Partition	11.13	M2					
2.3.3	Painting of Existing Low Height Drywall Partitions	6.95	M2					
2.4	Glass Works							
2.4.1	Supply and Installation of 9mm thk. Tempered Glass Panel Counter partition with Cut-out (1620 x 1100 x 10mm)	5.00	Unit					
2.4.2	Supply and Installation of 9mm thk. Tempered Glass Panel Table Partition with Cut-out (350 x 1100 x 10mm)	5.00	Lot					

DETAILED WORK ITEMS

DIV.	SCOPE of WORKS and SPECIFICATIONS	QUANTITY	UNIT	MATERIALS		LABOR		LUMP SUM COST
				Unit Cost	Cost	Unit Cost	Cost	
2.4.3.	Supply and Installation of 9mm thk. Tempered Glass Panel Large Items Counter Partition with Cut-out (800 x 1100 x 10mm)	1.00	Lot					
2.4.4	Supply and Installation of 9mm thk. Tempered Glass Panel with Sliding mechanism for Large Items Counter Partition with Cut-out (800 x 1100 x 10mm)	1.00	Lot					
2.4.5	Supply and Installation of 9mm thk. Tempered Glass Panel Cashier Counter Partition with Cut-out (800 x 1100 x 10mm)	1.00	Lot					

2.5	Furnishing Works							
2.4.1	Supply and Installation of Working Table (1620x400x900mmH) c/w Table Foot Rest	6.00	Unit					
2.4.2	Supply and Installation of Service Counter Ledge (1620x300x22mm)	6.00	Unit					
2.6	Seatings							
2.6.1	Supply and Delivery of Working Chairs	5.00	Unit					
TOTAL: ARCHITECTURAL WORKS								
03	ELECTRICAL AND STRUCTURED CABLING WORKS							
3.1	Electrical Wiring THHN							
3.1.1	3.5mm ²	450	Lm					
3.3	(PVC) Including brackets and supports							
3.3.1	15mm ^s	50.00	M					
3.3	Flexible Metal Conduit (FMC)							
3.3.1	15mm ^s	50.00	pc					
3.5	Wireways Fittings	1.00	Lot					
3.6	Pull Boxes	1.00	Lot					
3.7	Miscellaneous and Consumables	1.00	Lot					
3.8	Wiring Devices & Outlets							
3.8.1	2-Gang Universal Convenience Outlet	12.00	pcs.					
3.9	Structured Cabling Works							
3.9.1	Supply & Installation of Data Cabling w/Data Outlets	12.00	pcs.					
3.9.2	Supply & Installation of Data Cabling Devices	12.00	pcs.					
TOTAL : ELECTRICAL & STRUCTURED CABLING WORKS								
04	SPECIALTY WORKS							
4.1	Supply and Installation of Dual Way Voice Mic. Speaker Intercom	5.00	Lot					

	Window Counter							
4.2	Supply and Installation of Card Reader Door Access System (With Magnetic Door Lock and Card Access)	1.00	Lot					
	TOTAL : SPECIALTY WORKS							

Signature over Printed Name

Position in the Company