



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

**REQUEST FOR QUOTATION**

Date: June 18, 2020  
PR.No.: 20-05-0224 (SVP)  
ABC : P920,000.00

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 23, 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.

**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. 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) working 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 [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. 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	
<p>Bookpaper, White, 70 gsm, Size: 28" x 34", 500 pcs./ream</p> <p>With a maximum tolerance of 3% gsm, but not less than the required gsm Guillotine trimmed square on both sides 500 pcs./bundle, wrapped and properly labelled with numbers, free from creases, pinholes and non-blotting fresh stock, high grade quality and w/ pallet, with free sample provided by the supplier (20 pcs. Size: 8" x 11) date manufactured indicated, continuous numbering from the bottom.</p> <p><b>ADDITIONAL REQUIREMENTS/ CONDITION DELIVERY:</b></p> <p>The Supplier shall be responsible for the unloading the delivered papers from the truck van</p>	230,000 pcs.	₱920,000.00				<input type="checkbox"/>	<input type="checkbox"/>	

to the weighing are without additional cost to NPO.

**OTHER TERMS & CONDITION:**

Delivered within 10 working days upon receipt of Purchase Order.

**Note:**

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position in the Company