

BIDS AND AWARDS COMMITTEE

Telefax No. (02) 925-2192

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

REQUEST FOR QUOTATION

Date: July 24, 2020
PR.No.:20-07-0314 (SVP)
ABC : P70,000.00

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 July 27, 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
For 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 thirty (30) 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 [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. Notarized Omnibus Sworn Statement as prescribed by the GPPB and attached photo copy 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]
 - 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 | |
| <p>PHOTOCOPIER MACHINE WITH SCANNER</p> <ul style="list-style-type: none"> • Print (black and white), copy (black and white), scan (colour) • Ability to handle (including scan) A3 media • Standard 600 sheet paper capacity can be increased to 1100 sheets • Duplex printing and sorting abilities • A printing speed of 20 pages per minute when printing onto A4 and 11 pages per minute when printing onto A3 <p>Note:</p> <ul style="list-style-type: none"> • Delivery term: 30 calendar days • Submit Complete Requirements (see page 2. No. 12 of RFQ) | 1 unit | ₱70,000.00 | | | | [] | [] | |

Signature over Printed Name

Position in the Company