



# REPUBLIC OF THE PHILIPPINES NATIONAL PRINTING OFFICE

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

## INVITATION TO BID

### FOR THE SALE OF UNUSED OLD PAPER STOCK AND PAPER LOOSE ROLLS (WASTE)

The National Printing Office hereby invites interested bidders to participate in the public bidding for the **Disposal by Sale of Various Unused Old Paper Stock and Paper Loose Rolls consisting of Colored Carbonless Paper, Book Paper, and Bristol Board.**

Please quote your highest offer price in the item/s indicated below. Submit the duly accomplished quotations on or before **4 March 2021.**

Description	Floor Price
One (1) Lot Various Unused Old Paper Stock consisting of Colored Carbonless Paper, Book Paper, and Bristol Board	Php 61,550.00
One (1) Lot Various Paper Loose Rolls consisting of Colored Carbonless Paper and Book Paper (Waste)	Php 1,620.00

- Bids received lower than the Floor Price for each item shall be rejected at bid opening.
- The complete set of Bidding Documents will be issued to prospective bidders from **23 February 2021 to 3:00 pm on 3 March 2021** after payment of a non-refundable fee of **Php 500.00**. Interested bidders may obtain further information from the Disposal Committee.
- The Quotations must be duly signed by your authorized representative and submit together in a separate sealed envelope the Requirements (Certified True Copy) to the Disposal Committee Secretariat on or before **4 March 2021 not later than 3:00 pm at the Supply & Property Section**. Said proposals will be opened in the presence of the bidder's representatives who choose to attend.
- Place your quotations together with the corresponding bid bond (10% of the floor price) in a sealed envelope.
- Opening of sealed quotations and requirements will be on 5 March 2021 at 9:00 AM at the Financial Management Division Conference Room, 3<sup>rd</sup> Floor.**
- The **National Printing Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award.
- For further information, please refer to:

**DISPOSAL COMMITTEE**  
National Printing Office  
EDSA Corner NIA North Road,  
Diliman, Quezon City  
Telephone No.: 928-6563

  
**FLORANTE M. FADUL**  
Chairman, Disposal Committee

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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) 925-2185 (Telefax)  
Sales and Marketing Division (02) 925-2183 / 925-2184 • Information Systems Division (02) 925-2186 (Telefax)





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**INSTRUCTIONS TO BIDDERS/ TERMS AND CONDITIONS**

**DATE OF OPENING OF SEALED QUOTATIONS: MARCH 5, 2021, 9:00 AM, AT THE FINANCIAL MANAGEMENT DIVISION CONFERENCE ROOM, 3<sup>RD</sup> FLOOR, EDSA CORNER NIA NORTH ROAD, DILIMAN, QUEZON CITY.**

**RE: SALE OF UNUSED OLD PAPER STOCK AND PAPER LOOSE ROLLS (WASTE)**

**A. Inspection of Unused Old Paper Stock and Paper Loose Rolls (Waste)**

Unused Old Paper Stock and Paper Loose Rolls consisting of Colored Carbonless Paper, Book Paper, and Bristol Board for sale are available for one-time viewing only on **3 March 2021** at EDSA corner NIA North Road, Diliman, Quezon City (Paper Warehouse Unit Storage Room and Near Elevator, 1<sup>st</sup> Floor and Basement Area).

A copy of the list of unused old paper stock and paper loose rolls (waste) for disposal is hereto attached as a reference provided for the prospective bidders during the inspection. (see Annexes "A" and "B")

**B. Bid Documents**

Complete set of Bid Documents shall include:

1. Invitation to Bid for the Disposal by Sale of Unused Old Paper Stock and Paper Loose Rolls (Waste);
2. Instruction to Bidders/ Terms and Conditions;
3. Description/ List of Items for sale of one (1) lot;
4. Prescribed Bidding Forms, including Price Quotation Form;
5. Amendment and/ or Addendum on the original bid documents, if any.
6. Special instructions, if any.

**C. Schedule of Public Bidding**

The public bidding shall be conducted on an "as is, where is and clean-up" basis by the NPO Disposal Committee on **March 5, 2021**, at the **Financial Management Division Conference Room, 3<sup>rd</sup> Floor**.

**D. Preparation of Bids**

Each bidder shall prepare his bid using the forms specified in this Bidding Documents and submit two (2) separate sealed bid envelopes which shall be submitted simultaneously. The first shall contain the eligibility component of the bid and the second shall contain the financial component of the bid. Each bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. In case of a discrepancy among the copies, the original shall govern.

The bids shall be contained in two envelopes:

1. First (1st) envelope shall contain the following eligibility documents:
  - a. Registration Certificate (DTI or SEC Registration);
  - b. Mayor's Permit
  - c. Latest Audited Financial Statement (FS) with the corresponding Income Tax Return (ITR) stamped "received" by the Bureau of Internal Revenue (BIR) or duly accredited and authorized institution;

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Sales and Marketing Division (02) 925-2180 / 925-2183 (Telefax) • Quality Control Division (02) 925-2184 (Telefax)





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- d. Authority of the Signatory;
  - e. Proof of Ownership (Original copy of the Certificate of Registration (CR) and Official Receipt (OR))
  - f. Duly signed Instruction to Bidders/ Terms and Conditions; and
2. Second (2nd) envelope shall contain the following financial documents:
    - a. Price Quotation Form; and
    - b. Bid Bond
  3. Each envelope shall be securely sealed, marked, and addressed as follows:

TO:                    THE CHAIRMAN  
                         Disposal Committee  
                         National Printing Committee  
                         EDSA Corner NIA North Road,  
                         Diliman, Quezon City

FROM:                <NAME OF BIDDER>  
                         <ADDRESS OF BIDDER>

**E. Submission of Bids and Requirements**

1. The quotation (Original Copy) must be submitted together in a separate sealed envelope the requirements (Certified True Copy) to the Disposal Committee.
2. A Bid Bond amounting to **10% of the floor price** in the form of Cash, Cashier's/Manager's Check, must be submitted and placed inside the sealed envelope together with the quotations. Quotations submitted below the floor price and/ or without the corresponding Bid Bond shall be disqualified.
3. Deadline for submission of quotations is at **3:00 pm, March 4, 2021**. Quotations submitted beyond said deadline shall not be accepted.

**F. Opening of Bids**

1. The opening of bids shall be at **9:00 AM of March 5, 2021**, at the **Financial Management Division Conference Room, 3<sup>rd</sup> Floor, Edsa Corner NIA North Road, Diliman, Quezon City**. Bidders or their duly authorized representative/s may witness the proceedings.
2. Quotations submitted cannot be changed or withdrawn after the deadline of submission of quotations.
3. Bids shall be publicly opened in the presence of a representative from the Commission on Audit (COA).
4. An Abstract of Bids shall be prepared by the Disposal Committee setting forth the names of those who responded to the RFQ, their corresponding bids.

**G. Awarding of Bids**

1. Bidders are required to present the originals of the Eligibility Requirements for post- qualifications.
2. Award shall be made to the highest bidder.
3. The Notice of Award shall be received within **five (5) working days** upon notification of the winning bidder. In case the winning bidder fails to receive the Notice of Award within the prescribed period,

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Sales and Marketing Division (02) 925-2188 / 925-2187 (Telefax) • Finance and Accounting Division (02) 925-2185 (Telefax)



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a penalty of one-tenth (1/10) of one percent of the floor price for every day of delay shall be imposed.

**H. Payment**

1. One-time payment in cash shall be made within **five (5) working days** upon receipt of the Notice of Award.
2. An Official Receipt shall be issued by the NPO covering the payment made by the winning bidder.
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be penalized through the cancellation of the award and forfeiture of the bid bond.

**I. Pick- up/ Hauling of the Scrap Paper by the Winning Bidder**

1. The winning bidder shall be given **five (5) working days** from the receipt of the Notice to Proceed, to pick- up and haul the property.
2. Expenses incidental to the pick-up/ hauling of the property shall be defrayed by the winning bidder.
3. Pick-up/ hauling shall be done in the presence of duly authorized representatives of NPO, Committee on Disposal, and the Commission on Audit.
4. In case the winning bidder fails to complete the pick-up/ hauling of the property within the prescribed period, the award shall be revoked/canceled. The next highest bidder shall be awarded the bid.
5. The person or people authorized by the winning bidder to pick- up and haul the properties shall be their bona fide employee/s.
6. The winning bidder shall always observe and maintain cleanliness in the work area at all times. In any case of negligence or carelessness, the winning bidder shall be held liable for any damage they may cause during pick-up and hauling.
7. The winning bidder shall own at least two (2) truck units with the capacity to accommodate heavy loads of disposable properties. Hence, the winning bidder must present corresponding proof of ownership (i.e. Original copy of the Certificate of Registration (CR) and Official Receipt (OR))

I/ WE AGREE TO THE FOLLOWING:

NAME OF COMPANY/ BIDDER

\_\_\_\_\_

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

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One (1) Lot Various Unused Old Paper Stock for Disposal

Item No.	Particulars/ Articles	Unit	Quantity
(1)	(2)	(3)	(4)
1	Bookpaper, White, 104 gsm (70 lbs), 25" x 38" (4-E)	ream	1
2	Bookpaper, White, 70 gsm (47 lbs), 28" x 34" (11-E-1)	sheet	432
3	Blue Writing Paper, 54 gsm, 28" x 34" (27-B)	sheet	97
4	White Ledger Paper, 105 gsm, 28" x 34" (97-F)	sheet	89
5	White Bristol Board, 230 gsm (105 lbs), 22.5" x 28.5" (114-C)	sheet	76
6	White Bristol Board, 130 gsm (59 lbs), 22.5" x 28.5" (114-B-A)	sheet	98
7	Pink Bristol Board, 180 gsm (74 lbs), 22.5" x 28.5" (116-P)	sheet	4
8	Foldcote Caliper, 31" x 42" (117-A-1)	sheet	100
9	Chipboard No. 20, 26" x 38", 100 lbs/ bundle of 40 pcs. (CHB20)	sheet	280
10	White Carbonless, CFB, 50 gsm, 10" (CFB-W6-A1)	roll	28
11	Pink Carbonless, CFB, 50 gsm, 11" (CFB-PN-11)	roll	3
12	White Carbonless, CF, 55 gsm, 17" (CF-W6)	roll	75
13	White Carbonless, CB, 55 gsm, 10" (CB-WO-10)	roll	1
14	Pink Carbonless, CFB, 50 gsm, 10" (CFB-PO-10)	roll	1
15	Blue Carbonless, CF, 55 gsm, 10" (CF-BO-10)	roll	3
16	Pink Carbonless, CFB, 50 gsm (83.70 kgs), 11" (CFB-PO-11)	roll	5
17	White Carbonless, CB, 55 gsm (143 kgs), 17" (CB-WO-17)	roll	1
18	White Carbonless, CB, 55 gsm (143 kgs), 17" (CB-WO-17)	roll	2
19	Pink Carbonless, CFB, 50 gsm (130 kgs), 17" (CFB-PO-17)	roll	1
20	Green Carbonless, CF, 55 gsm (143 kgs), 17" (CF-GO-17)	roll	1
21	Bookpaper, White, 80 gsm (138 kgs), 10" x 6,750m (16R-WBP-3)	roll	2
22	Bookpaper, Pink, 18" x 10,600m (16R-PBP)	roll	1
23	Bookpaper, 80 gsm (70 lbs), 17" x 7,990m (4B-R)	roll	1

X

One (1) Lot Various Paper Loose Rolls (Waste) for Disposal

Item No.	Particulars/ Articles	Unit	Quantity
(1)	(2)	(3)	(4)
1	White Bond Paper, 70gsm, 17" x 43" x 11,200m , 350 kgs	spool	122
2	Book Paper, 100gsm, 70 lbs, 17" x 7,990m, 284 kgs.ave.	spool	82
3	Book Paper, 100gsm, 70 lbs, 14" x 7,730m, 275 kgs. ave.	spool	48
4	Book Paper, 110gsm, 80 lbs, 17" x 7,580m, 360 kgs. Ave.	spool	10
5	Book Paper, 110gsm, 80 lbs, 14" x 7,545m, 295 kgs. Ave.	spool	14
6	Book Paper, 74gsm, 17", 432 x 10,200 x 1092mm	spool	4
7	Carbonless Paper, White, 4"	spool	6
8	Carbonless Paper, Canary, 10"	spool	2
9	Carbonless Paper, Green, 10"	spool	1
10	Carbonless Paper, Green, 11"	spool	1
11	Carbonless Paper, Pink, 11"	spool	3
12	Carbonless Paper, White, 11'	spool	3
13	Carbonless Paper, Canary, 14"	spool	3
14	Carbonless Paper, Green, 14"	spool	3
15	Carbonless Paper, Pink, 14"	spool	2
16	Carbonless Paper, Green, 17"	spool	8
17	Carbonless Paper, Pink, 17"	spool	10
18	Carbonless Paper, White, 17"	spool	5

X

## PRICE QUOTATION FORM

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

To: **DISPOSAL COMMITTEE**  
National Printing Office  
EDSA Corner NIA North Road,  
Diliman, Quezon City

Gentlemen and/or Ladies:

We/I, the undersigned, offer to purchase the item/s listed below in conformity with the Instructions to Bidders/ Terms and Conditions:

ITEMS FOR DISPOSAL	TOTAL KILOS	MINIMUM FLOOR PRICE	BID PRICE (in Words and Figures)
One (1) Lot Various Unused Old Paper Stock consisting of Colored Carbonless Paper, Book Paper, and Bristol Board	15,360 kilos	Php 61,550.00	
One (1) Lot Various Paper Loose Rolls consisting of Colored Carbonless Paper and Book Paper (Waste)	405 kilos	Php 1,620.00	

Dated this \_\_\_\_\_ of \_\_\_\_\_ 2021

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

\_\_\_\_\_  
in my capacity as \_\_\_\_\_

Duly authorized to sign the Quotation for and on behalf of \_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Tax Identification Number