BIDS AND AWARDS COMMITTEE
Telefax No. (02) 925-2192
E-mail Address: npo.bacsecretariat@gmail.com

REQUEST FOR QUOTATION

Date: January 19, 2022
Code: NPO-BAC-QUOT-06-22
PR.No.: C.F 22-01-0002 (SVP)
ABC: ₱150,000.00

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 **January 24, 2022 (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
Chairman

1

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may submit their quote for the item to be procured.
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 upon 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 shall also submit the following:
    a. Valid PhilGEPS Registration Number (Certified True Xerox Copy);
    b. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area (Certified True Xerox Copy).
    c. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperative or its equivalent document (Certified True Xerox Copy).
    d. Notarized original duly signed Omnibus Sworn Statement (OSS) with attached Secretary's Certificate or Special Power of Attorney whichever is applicable and if warranted;
    e. Certificate of Stocks Availability of the Required Items (Duly Notarized).
    f. Sample may require upon determination of responsive bid.
13. Failure to submit any of the required documents shall be a ground for outright disqualification.

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					REMARKS
			PRICE			Compliance with Technical Specifications		
			QTY	Unit Price	Total Price	Yes	No	
Supply, Delivery, and Installation of 2HP Airconditioning Unit Split Type, Inverter Type Including Feeder Line to the Main Circuit Breaker	1 Lot	₱150,000.00				[ ]	[ ]	

_____

Signature over Printed Name

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Position in the Company