



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE
BIDS AND AWARDS COMMITTEE

Telefax No. (02) 925-2192

E-mail Address: bacsecretariat@npo.gov.ph




REQUEST FOR QUOTATION

Date : March 17, 2025
Code : NPO-BAC-QUOT-013-25
PR.No.: 25-02-0067 (SVP)
ABC : P 816,000.00

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 **March 20, 2025 (5:00 PM)**.

Open quotations may be submitted manually, through facsimile, or via email at the address and contact numbers indicated above, accompanied with complete requirements.


ATTY. ARJAY C. LIM
BAC Chairperson

TERMS AND CONDITIONS:

1. Suppliers shall provide correct and accurate information required in this form.
2. Suppliers may quote for the whole lot.
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 the 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 fifteen (15) calendar days from receipt of purchase order.
10. The NPO Inspectorate Group shall have the right to inspect and/or right 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 available.
12. Suppliers shall also submit the following:
 - a. Valid PhilGEPS Registration Number.
 - 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 Copy of the Original).
 - 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 Copy of the Original).
 - d. Notarized original duly signed and updated Omnibus Sworn Statement (OSS) with attached Secretary's Certificate or Special Power of Attorney whichever is applicable and if warranted;
 - e. Latest Income/Business Tax Returns (Certified True Copy of the Original).
 - f. Tax Clearance per E.O No. 398 s.2005, as fully reviewed and approved by the BIR (Certified True Copy of the Original).
13. Failure to submit any of the required documents shall be a ground for outright disqualification.

Note: All notarized requirements shall bear a notarial seal from an MCLE VII or VIII compliant Notary Public, as 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	
Supply, Delivery, and Installation of Rental Photocopier Black & White for One (1) Year <i>Delivery Period: 15 calendar days upon receipt of Purchase Order.</i> Technical Specifications: <ul style="list-style-type: none"> • Copier/Network Printer/Network Scanner Resolution: <ul style="list-style-type: none"> • Must have at least 1200 x 1200/ standard 600 x 600 dpi • at least 25 copies per minute or better • At least 28 second warm-up time. • Capable of 25% to 400% zoom • Semiconductor Laser or Laser Technology • Auto-Duplex Printing • Electronic Sorting • Automatic Document Feeder • Network Capabilities Minimum Monthly Copies: <ul style="list-style-type: none"> • At least 6,000 copies • Monthly Meter Reading • Spoilage- 2% or Actual spoilages • 12months Contract (1 year) Service • Unit must capable of printing size A3 	10 units P 6,800 per unit	P 816,000.00 P 68,000.00 per month				[]	[]	

<ul style="list-style-type: none"> • Must be capable of printing in Black • Must have color scanning capability <p>Warranty & Services (Inclusion):</p> <ul style="list-style-type: none"> • Parts, Maintenance, Repair, Consumables, Toner, Drum <p>Responsibility of the Lessor:</p> <ul style="list-style-type: none"> • Provide digital copier Machine • Maintenance of Copiers • Provision of Technical Support (Response time within one (1) working day) 								
---	--	--	--	--	--	--	--	--

Signature over Printed Name

Position in the Company

TECHNICAL SPECIFICATIONS:
SUPPLY, DELIVERY AND INSTALLATION OF RENTAL PHOTOCOPIER BLACK AND WHITE (RENTAL 1 YEAR) QUANTITY: 10 UNITS
ABC : PHP 816,000.00
DELIVERY DAYS : 15 DAYS

Particulars	Specification
	Copier / Network Printer / Network Scanner
Resolution:	Must have at least 1200 x 1200 / Standard 600 x 600 dpi
Minimum speed	At least 25 copies per minute or better
Warm-up time	At least 28 seconds
Zoom range	Capable 25% to 400% zoom
	Semiconductor or Laser Technology
	Auto-Duplex Printing
	Automatic Document Feeder
Minimum paper capacity	1,000 sheets
Automatic Reversing Document Feeder (ARDF)	
Electronic Sorting	
Network Capabilities	
Minimum Monthly Copies	At least 6,000 copies
Monthly meter reading required	
Spoilage allowance	2% or actual spoilage, whichever is lower
	12 Months Contract (1 year) Service
	Unit must capable of printing A3
	Must be capable of printing in Black
	Must have color scanning capability
Warranty and Service (Inclusion):	Parts, Maintenance, Repair, Consumables, Toner ,Drum
Responsibility of the Lessor	-Provide digital Copier Machine in good working condition - Maintenance of Copier - Conduct regular maintenance and provide technical support - Respond to service calls within 24 hours
SUGGESTED ADDITIONS FOR CLARITY	• Delivery & Installation: Specify if these are included or if the lessee bears the cost. • Replacement Policy: Clarify if a replacement unit will be provided if the copier is beyond repair. • Penalty Clause: Mention penalties for damages beyond normal wear and tear. .