



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-016-25
PR.No.: 25-02-0083 (SVP)
ABC : P 391,020.00

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 sixty (60) 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. A sample may be required upon determination of a responsive quotation.
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 Colored for One (1) Year <i>Delivery Period: 60 calendar days upon receipt Purchase Order.</i> <i>See attached Technical Specifications.</i>	5 units P 6,517.00 per unit	P 391,020.00 P 32,585.00 per month				[]	[]	

Signature over Printed Name

Position in the Company

TECHNICAL SPECIFICATIONS:**SUPPLY, DELIVERY AND INSTALLATION OF RENTAL PHOTOCOPIER COLORED****(RENTAL 1 YEAR) QUANTITY: 5 UNITS****ABC : PHP 391,020.00****DELIVERY DAYS : 60 DAYS**

Particulars	Specification
Printer Type	Copier / Network Printer / Network Scanner
Resolution	Must have at least 1200 x 1200 dpi (standard 600 x 600 dpi)
Minimum Speed	At least 25 copies per minute or better (both color and black & white)
Warm-up Time	At least 28 seconds from power on
Zoom Range	Capable of 25% to 400% zoom for various copy sizes
Technology	Semiconductor or Laser Technology
Auto-Duplex Printing	Must have automatic duplex printing for two-sided copies
Automatic Document Feeder (ADF)	Must include Automatic Reversing Document Feeder (ARDF) for efficient multi-page copying and scanning
Electronic Sorting	Must support electronic sorting for easy sorting of copies without the need for manual handling
Network Capabilities	Must have network capabilities for printing and scanning via network connection (wired and/or wireless)
Paper Handling	
Minimum Paper Capacity	Capable of producing at least 6,000 copies per month
Monthly Meter Reading	Monthly meter readings required for monitoring usage
Spoilage Allowance	2% spoilage allowance or actual spoilage, whichever is lower
Service Contract	12-month contract (1 year) service agreement is required
Printing	Must be capable of color printing and black-and-white printing
Scanning	Must support color scanning capability with at least 600 x 600 dpi optical resolution
Warranty and Service (Inclusion):	<ul style="list-style-type: none">• Parts• Maintenance• Repair• Consumables• Toner• Drum
Responsibility of the Lessor	a. Provide digital Copier Machine in good working condition b. Maintenance of Copier c. Provision of technical support (response time within one (1) working day)
Additional Requirements	<ol style="list-style-type: none">1. The Supplier must be in the business of selling/leasing of machines for at least five (5) years with proof of attachments required, such as a company profile list of clients with details of machines installed.2. The Bidder must submit a certificate that they have the capability for corrective and preventive maintenance of the unit and has a service center within Metro Manila.3. The Bidder is required to provide a certificate verifying the absence of any4. The Bidder must have at least one (1) manufacturer-certified trained technician of the brand to be delivered and has five (5) years' experience as a technician in the printing industry.5. Refurbishing Certification: The Bidder must provide a certificate confirming that the photocopiers, including their parts and accessories, are not older than three (3) years in age if reconditioned or refurbished.6. Certification that the supplies to be delivered are genuine and original.7. Certification from the manufacturer and local supplier that the parts, supplies, or accessories that must be of the same brand shall be available for the next five (5) years.