



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 : April 22, 2025
Code : NPO-BAC-QUOT-044-25
PR.No.: 25-03-0109; 25-03-0110;
25-03-0111 (SVP)
ABC : P 93,060.00

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 **April 25, 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 ten (10) 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 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	
Services for Repair Maintenance and Supply of Parts and Materials for Various NPO Vehicles	3 lot	P 93,060.00				[]	[]	
• Hyundai Elantra	1 lot	P 24,308.00						
• Suzuki Ertiga	1 lot	P 37,790.00						
• Toyota Innova	1 lot	P 30,962.00						

Signature over Printed Name

Position in the Company

**NATIONAL PRINTING OFFICE
ENGINEERING DIVISION
MOTORPOOL SECTION**

Terms of Reference

Project: SERVICES FOR PREVENTIVE MAINTENANCE AND SUPPLY OF PARTS AND MATERIALS FOR VARIOUS NPO VEHICLES (SKS-285, SKS-295).

IX. PROPOSED BUDGET FOR THE CONTRACT

Twenty-Four Thousand Three Hundred Eight Pesos Only (₱ 24,308.00)

X. TECHNICAL SPECIFICATIONS & SCOPE OF WORKS

- Perform repair maintenance, Machine shop, and other related repair works.

GENERAL DESCRIPTION	ACTIVITY/REPAIR WORKS
<ul style="list-style-type: none">○ Labor Services○ Machine Shop○ Materials & Equipment	<ul style="list-style-type: none">○ Change Oil Package (Fully Synthetic Engine Oil, Oil Filter, Labor)○ Additional engine oil (top-up)○ Air filter element○ Cabin filter element○ Coolant○ Throttle body cleaning○ Sanitize (Bactozero)○ Flushing oil

- Replacement of parts and Consumables

PARTS	QUANTITY & UNIT
○ Fully Synthetic Engine Oil	4 liters
○ Additional Engine Oil (top-up)	2 liters
○ Air filter element	1 pc
○ Cabin filter element	1 pc
○ Oil filter element	1 pc
○ Throttle body cleaner	1 can
○ Brake cleaner	2 cans
○ Flushing oil	1 liter

XI. DELIVERY/COMPLETION PERIOD

- Within Ten (10) working days upon the receipt of the **Purchase Order (P.O) Notice of Award (NOA)**.
- If the supplier fails to deliver any or all of the goods satisfactorily and/or to perform the services within the period(s) specified in the contract inclusive of duly granted time extorsions if any, the Procuring Entity shall without prejudice to its other remedies under the contract and under the applicable law, deduct from the contract price, as liquidated damages, the applicable rate of One-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be Ten percent (10%) of the amount of the contract. Once the maximum is reached the amount of liquidated damages reaches Ten percent (10%), and the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

XII. CONDITION OF THE REPAIR

- All other defects and parts/consumables found during the actual repair quoted by the supplier shall be subject to approval as supplemental work to be covered by a separate P.O.
- The supplier shall ensure that the repairs and items delivered are under the approved specifications/scope of work. NPO has the right to reject the delivery if items delivered were found to be defective and not according to the required specifications.

- NPO may terminate/cancel the P.O/NOA when the supplier fails to deliver, perform, and comply with its obligation as required in the contract.

XIII. MANPOWER REQUIREMENTS

- The supplier shall provide well-trained mechanics to perform the PMS/Repair.

XIV. SUPPORT SERVICE REQUIREMENTS

- The National Printing Office vehicle/s once inside the supplier's shop or within the supplier's vicinity for repair shall be responsible for the safety of the vehicle.
- The supplier will also inform the NPO if the materials are available and will be inspected before the repair/installation.
- All consumables will be turned over to the NPO for proper documentation.


XV. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS

- Supplier/Provider warrants against hidden defects and supplier/provider warrants against product merchantability.

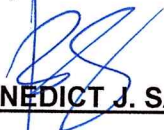
XVI. PAYMENT

- One-time payment will be made upon the completion of the repair provided the required documents are completed.

Recommending Approval:


JONATHAN U. BUSTALINIO
Motorpool Section, Head

Approved by:


ENGR. BENEDICT J. SAGUN
Acting Chief, Engineering Division

**NATIONAL PRINTING OFFICE
ENGINEERING DIVISION
MOTORPOOL SECTION**

Terms of Reference

Project: SERVICES FOR PREVENTIVE MAINTENANCE AND SUPPLY OF PARTS AND MATERIALS FOR VARIOUS NPO VEHICLES (SAB-6998, SAB-6999, SAB-7000).

I. PROPOSED BUDGET FOR THE CONTRACT

Thirty-Seven Thousand Seven Hundred Ninety Pesos Only (P 37,790.00)

II. TECHNICAL SPECIFICATIONS & SCOPE OF WORKS

- Perform repair maintenance, Machine shop, and other related repair works.

GENERAL DESCRIPTION	ACTIVITY/REPAIR WORKS
<ul style="list-style-type: none">○ Labor Services○ Machine Shop○ Materials & Equipment	<ul style="list-style-type: none">○ Change Oil Package (Fully Synthetic Engine Oil, Oil Filter, Labor)○ Additional engine oil (top-up)○ Air filter element○ Cabin filter element○ Coolant○ Throttle body cleaning○ Sanitize (Bactozero)○ Flushing oil

- Replacement of parts and Consumables

PARTS	QUANTITY & UNIT
○ Fully Synthetic Engine Oil	4 liters
○ Additional Engine Oil (top-up)	2 liters
○ Air filter element	1 pc
○ Cabin filter element	1 pc
○ Oil filter element	1 pc
○ Throttle body cleaner	1 can
○ Brake cleaner	2 cans
○ Flushing oil	1 liter

III. DELIVERY/COMPLETION PERIOD

- Within Ten (10) working days upon the receipt of the **Purchase Order (P.O) Notice of Award (NOA)**.
- If the supplier fails to deliver any or all of the goods satisfactorily and/or to perform the services within the period(s) specified in the contract inclusive of duly granted time extorsions if any, the Procuring Entity shall without prejudice to its other remedies under the contract and under the applicable law, deduct from the contract price, as liquidated damages, the applicable rate of One-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be Ten percent (10%) of the amount of the contract. Once the maximum is reached the amount of liquidated damages reaches Ten percent (10%), and the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

IV. CONDITION OF THE REPAIR

- All other defects and parts/consumables found during the actual repair quoted by the supplier shall be subject to approval as supplemental work to be covered by a separate P.O.
- The supplier shall ensure that the repairs and items delivered are under the approved specifications/scope of work. NPO has the right to reject the delivery if items delivered were found to be defective and not according to the required specifications.

- NPO may terminate/cancel the P.O/NOA when the supplier fails to deliver, perform, and comply with its obligation as required in the contract.

V. MANPOWER REQUIREMENTS

- The supplier shall provide well-trained mechanics to perform the PMS/Repair.

VI. SUPPORT SERVICE REQUIREMENTS

- The National Printing Office vehicle/s once inside the supplier's shop or within the supplier's vicinity for repair shall be responsible for the safety of the vehicle.
- The supplier will also inform the NPO if the materials are available and will be inspected before the repair/installation.
- All consumables will be turned over to the NPO for proper documentation.

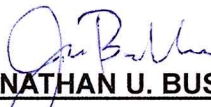
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- One-time payment will be made upon the completion of the repair provided the required documents are completed.

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**NATIONAL PRINTING OFFICE
ENGINEERING DIVISION
MOTORPOOL SECTION**

Terms of Reference

Project: SERVICES FOR PREVENTIVE MAINTENANCE AND SUPPLY OF PARTS AND MATERIALS FOR VARIOUS NPO VEHICLES (SHY-444, SJX-479).

XVII. PROPOSED BUDGET FOR THE CONTRACT

Thirty Thousand Nine Hundred Sixty-Two Pesos Only (₱ 30,962.00)

XVIII. TECHNICAL SPECIFICATIONS & SCOPE OF WORKS

- Perform repair maintenance, Machine shop, and other related repair works.

GENERAL DESCRIPTION	ACTIVITY/REPAIR WORKS
<ul style="list-style-type: none">○ Labor Services○ Machine Shop○ Materials & Equipment	<ul style="list-style-type: none">○ Change Oil Package (Fully Synthetic Engine Oil, Oil Filter, Labor)○ Additional engine oil (top-up)○ Air filter element○ Cabin filter element○ Coolant○ Throttle body cleaning○ Sanitize (Bactozero)○ Flushing oil

- Replacement of parts and Consumables

PARTS	QUANTITY & UNIT
o Fully Synthetic Engine Oil	4 liters
o Additional Engine Oil (top-up)	2 liters
o Air filter element	1 pc
o Cabin filter element	1 pc
o Oil filter element	1 pc
o Throttle body cleaner	1 can
o Brake cleaner	2 cans
o Flushing oil	1 liter

XIX. DELIVERY/COMPLETION PERIOD

- Within Ten (10) working days upon the receipt of the **Purchase Order (P.O) Notice of Award (NOA)**.
- If the supplier fails to deliver any or all of the goods satisfactorily and/or to perform the services within the period(s) specified in the contract inclusive of duly granted time extensions if any, the Procuring Entity shall without prejudice to its other remedies under the contract and under the applicable law, deduct from the contract price, as liquidated damages, the applicable rate of One-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be Ten percent (10%) of the amount of the contract. Once the maximum is reached the amount of liquidated damages reaches Ten percent (10%), and the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

XX. CONDITION OF THE REPAIR

- All other defects and parts/consumables found during the actual repair quoted by the supplier shall be subject to approval as supplemental work to be covered by a separate P.O.
- The supplier shall ensure that the repairs and items delivered are under the approved specifications/scope of work. NPO has the right to reject the delivery if items delivered were found to be defective and not according to the required specifications.

- NPO may terminate/cancel the P.O/NOA when the supplier fails to deliver, perform, and comply with its obligation as required in the contract.

XXI. MANPOWER REQUIREMENTS

- The supplier shall provide well-trained mechanics to perform the PMS/Repair.

XXII. SUPPORT SERVICE REQUIREMENTS

- The National Printing Office vehicle/s once inside the supplier's shop or within the supplier's vicinity for repair shall be responsible for the safety of the vehicle.
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- All consumables will be turned over to the NPO for proper documentation.

XXIII. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS

- Supplier/Provider warrants against hidden defects and supplier/provider warrants against product merchantability.

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