



REPUBLIC OF THE PHILIPPINES  
**NATIONAL PRINTING OFFICE**  
**BIDS AND AWARDS COMMITTEE**

E-mail Address: [bacsecretariat@npo.gov.ph](mailto:bacsecretariat@npo.gov.ph)



**REQUEST FOR QUOTATION**

Date : May 20, 2025  
Code : NPO-BAC-QUOT-043-25  
PR.No.: 25-04-0162 (SVP)  
ABC : P 346,045.00

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 **May 23, 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. RUTH MAUREEN C. RILLON**  
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 thirty (30) 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	
<b>Supply and Delivery of All-in-One A3 Printer</b>  <b>Technical Specifications:</b> <i>Print Technology:</i> Inkjet / Laser (All-in-One)  <i>Functions:</i> Print, Scan, Copy, Fax (optional)  <i>Supported Paper Sizes:</i> A3, A4, A5, A6, Letter, Legal  <i>Print Resolution:</i> *Inkjet: Up to 4800x1200 dpi *Laser: Up to 1200x1200 dpi  <i>Print Speed:</i> Black: Up to 32 ppm Color: Up to 22 ppm  <i>Connectivity:</i> •USB 2.0 / 3.0 • Wi-Fi •Ethernet •Mobile Printing (AirPrint, Google Cloud Print, Mopria)  <i>Scan Resolution:</i> Up to 1200 x 2400 dpi (optical)  <i>Scan Speed:</i> Black: Up to 40 ipm Color: Up to 30 ipm  Automatic Document Feeder (ADF): 50-100 sheets	7 units	P 346,045.00				[ ]	[ ]	

Duplex Printing: Automatic  
(Auto Double-Sided Printing)

Copy Resolution:  
Up to 600 x 600 dpi

Display:  
4.3" to 10.1" LCD or  
Touchscreen

Paper Handling:  
•Input Capacity: 250-500  
sheets  
•Output Capacity: 100-250  
sheets

•Supported Paper Sizes:  
A3, A4, A5, A6, Letter, Legal

Operating Systems  
Supported:  
Windows, macOS, Linux,  
Mobile OS (iOS, Android)

Power Consumption:  
• Standby: 20-40W  
•Printing: 150-400W

Cartridge Type:  
•Inkjet: Standard and high-  
yield cartridges  
•Laser: Toner cartridges

Dimensions (WxDxH):  
650mm x 600mm x 500mm

Weight: 25-40 kg

Noise Level: 50-60 dB

Warranty:  
\* 1 Year manufacturer  
warranty

\* Coverage: Parts, labor,  
and technical support

\*On-site Support:  
Available depending on  
service agreement



<p><i>*Exclusions:</i>  Consumables (e.g., ink, toner cartridges), damage due to misuse, accidental damage</p> <p><i>*Service Response Time:</i>  24-48 hours for local repairs</p> <p><i>Pickup and Delivery:</i>  The supplier will retrieve the item for repairs and return it to the end user, at no extra charge, as long as the problem is covered by the warranty terms</p>									
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Signature over Printed Name

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Position in the Company