



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE
BIDS AND AWARDS COMMITTEE

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



REQUEST FOR QUOTATION

Date : July 15, 2025
Code : NPO-BAC-QUOT-060-25
PR.No.: 25-07-0235 (SVP)
ABC : P 160,000.00

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 **July 18, 2025 (9:30 AM)**.

Open quotations may be submitted manually, through facsimile, or via email at the address 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 shall 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 (ABC) 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 the 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. Certificate of Stocks Availability of the Required Items (**Duly Notarized**).
 - f. A sample may be required upon determination of a responsive quotation.
 - g. The supplier selected for this procurement project must submit the original hard copies of all required documents if initially submitted via email.
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.

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	
White Carbonless Paper, 55 gsm, CF Bottom Sheet Blue Image Ordinary, size: 28" x 34" (711mm x 864mm), 500 sheets/ream Complete Specifications: <i>Plus or minus 3% gsm, maximum tolerance guillotine trimmed, square on both sides, 500 sheets per ream, wrapped and properly labelled with continuous ream numbers starting from the bottom, date manufactured, and delivery must be indicated in each ream, free from curls, pinholes and non- blotting, fresh stock, high grade quality with pallet. With free sample provided by the supplier during the opening of bids, 2 whole sheets (size: 28" x 34") for comparison to the attached sample.</i> Additional Requirements/Condition: Delivery: <i>The supplier shall be responsible for the unloading of the delivered papers from the truck/van to the weighing area of said items without additional cost to NPO.</i> Other Terms & Conditions: <i>Delivered within fifteen (15) calendar days upon the receipt of Purchase Order.</i>	20,000 sheets	P 160,000.00				[]	[]	

*Subject for FPRDI Paper
Testing the delivered item/s.*

Signature over Printed Name

Position in the Company