



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

REQUEST FOR QUOTATION

Date: August 21, 2024
 RFQ No.: 70-2024-A

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Supply and Delivery of Software Application for the Blinds (LOT Bidding)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than August 29, 2024 at 4:00 PM** addressed to:

MS. MARICEL M. UREÑA
 Chairperson, Bids and Awards Committee
 NLP Building, T.M. Kalaw St., Ermita, Manila

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
PhilGEPS Registration	A copy of Platinum Certificate or Red Membership.
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted before award of contract .
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.
Latest Income/Business Tax Return	Manually filed tax returns or filed through the EFPS

For any clarification, you may contact us at telephone no. **(02) 5314-2100 local 114 / 406 / 412** or email address at bac@nlp.gov.ph.

(Digitally Sgd.)
MAUREEN C. TERRENAL
 Head, BAC Secretariat





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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bac@nlp.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NLP. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after complete delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NLP may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply and Delivery of Software Application for the Blinds (LOT Bidding)		
Minimum Technical Specifications	Qty.	Statement of Compliance
<p>Braille Translator Software</p> <ul style="list-style-type: none"> Imports document formats, translated into braille, and sends the braille to braille embosser or braille devices Compatible with Microsoft Word 2003/ 2007/ 2010/ 2013/ 2016/ 2019/ 2021/ 365 documents, Open Office documents, Excel files, and many other modern file formats. Contains braille support for the Filipino language Supports all commercial embossers, from very old models to quite recent ones. Produces mathematics and science text in braille Designed for two types of users – those who don't know braille and those who do. Intermediate contract levels (between grade 1 and 2) for English UEB Can include tactile graphics files to produce mixed text-and-graphics documents Translation table menu includes over 180 different languages plus variations, including contracted braille for almost all the regions of the world where contracted braille is customarily used. Can be used to prepare textbooks to teach foreign languages Allows languages other than the principal language to be embedded in the same file and treated appropriately for the context. Bidirectional (print-to-braille and braille-to-print) translation for most languages Support for IPA (International Phonetic Alphabet) notation, and support for ancient languages to enhance their language studies 	5 pcs	
<p>Screen Reading Software</p> <ul style="list-style-type: none"> Access With Speech screen reader developed for computer users whose vision loss prevents them from seeing screen content or navigating with a mouse. Works with Windows, MS Office, Internet Explorer, Firefox, Messenger, Adobe Acrobat Reader, etc. Can navigate the Internet, write a document, read an email and create presentations from the office, remote desktop, 	4 pcs	





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<p>from home</p> <ul style="list-style-type: none"> • Provision of basic training tutorial that includes text and audio instruction to navigate windows environment with DAISY-formatted • Provision of contracted braille input from the braille keyboard • With highly responsive eloquence multi-lingual synthesizer • Remote access, including Citrix and Terminal Services with extra authorization. 		
<p>Delivery Schedule: Within 30 calendar days upon receipt of Purchase Order</p>		





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FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer feeshall be charged against the creditor's account.

Payment Details:

Banking Institution: _____
 Account Number: _____
 Account Name : _____
 Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply and Delivery of Software Application for the Blinds (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<p align="center">Nine Hundred Five Thousand Pesos (Php905,000.00)</p>	In Words:
	In Figures:

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email Address/es

