



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

**REQUEST FOR QUOTATION**

Date: September 4, 2024

RFQ No.: 78-2024-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 Camera Equipment and other Devices-Rebid (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 September 12, 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
<b>PhilGEPS Registration</b>	A copy of Platinum Certificate or Red Membership.
<b>Copy of 2024 Mayor's or Business Permit</b>	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 <b>before award of contract</b> .
<b>Notarized Omnibus Sworn Statement (<a href="#">GPPB-Prescribed Form</a>)</b>	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.

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](mailto:bac@nlp.gov.ph).

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

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines  
 +632 5314 2100 loc 114 / 406 / 412  
 web.nlp.gov.ph | bsd@nlp.gov.ph





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

**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](mailto: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.



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

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

<b>Supply and Delivery of Camera Equipment and Devices-Rebid (LOT Bidding)</b>		
Minimum Technical Specifications	Qty.	Statement of Compliance
<b>Camera prime lens</b> - Compatible with existing Canon EOS R7 - RF 35mm f/1.8 macro IS STM prime lens for RF-mount full-frame mirrorless digital cameras - RF-mount lens / Full-frame format - Aperture range: At least f/1.8 to f/22 - With super spectra coating - With STM stepping AF motor	1 unit	
<b>Camera Flash</b> - TTL camera flash compatible with existing Canon EOS 200D Mark II - Compatible with Canon E-TTL/E-TTL II - With built-in 2.4 GHz X wireless radio system - Guide Number: 197' at ISO 100 - Zoom range: At least 20-200mm - Tilts from at least -7 to 120 degrees - Rotates horizontally at 330 degrees or more - Wireless master/slave TTL functionality - Recycle time: At least 0.1 to 2.6 seconds - High-speed, 1 <sup>st</sup> & 2 <sup>nd</sup> curtain sync - Includes camera flash, mini stand, and protective case	1 unit	
<b>Wireless Flash Trigger</b> - Compatible with the offered camera flash unit above - 2.4G TTL wireless flash transmitter for existing Canon EOS 200D Mark II - Frequency: At least 2.4 GHz, 32 channels - Wireless range: 328.1 - High speed sync up to 1/8000 sec - 3.5mm sync & USB type-c port - Large LCD display with control dial - With bluetooth connectivity through iPhone or Android devices via app - Backlit LCD, group, and function buttons - Hot shoe quick lock	1 unit	
<b>Camera Battery Pack</b> - LP-E6NH battery compatible with existing Canon EOS R7	2 unit	
<b>Dry Cabinet Box</b>	1 unit	



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

<ul style="list-style-type: none"> <li>- With digital display and automatic humidity controller</li> <li>- Capacity: At least 80 liters</li> <li>- Adapter: Input AC 110-220V</li> <li>- Output: DC 5V SA</li> <li>- Power consumption: 5W / H or better</li> <li>- Moisture control range: 25% - 60% or better</li> <li>- RH moisture control: Microcomputer digital control adjustment</li> <li>- Display mode: LED LCD dual display (for temperature and humidity)</li> </ul>		
<p><b>Heavy Duty Tripod Kit</b></p> <ul style="list-style-type: none"> <li>- Aluminum tripod with fluid head system</li> <li>- At least 17.6 lb load capacity</li> <li>- Weighs at least 9.7 lb</li> <li>- 34 to 75" height adjustment, 36" folded or better</li> <li>- Supports DJI RS 2/RS 3/RS 3 Pro Mode</li> <li>- With at least 75mm ball head, pan &amp; friction knobs</li> <li>- With mid-level spreader and quick-release plate</li> <li>- With 1/4"-20 &amp; 3/8"-16 camera screws</li> <li>- With 1/4"-20 accessory thread</li> <li>- Includes carry bag</li> </ul>	1 unit	
<p><b>SDXC Memory Card</b></p> <ul style="list-style-type: none"> <li>- With storage capacity of 64GB or bigger</li> <li>- With maximum read speed of 200 MB/s or better</li> <li>- Compatibility: UHS-I bus type, speed class 10/U3/V30 or better</li> <li>- With built-in write-protect switch</li> </ul>	2 pieces	
<p><b>Portable 3-step stool with handle</b></p> <ul style="list-style-type: none"> <li>- Sturdy, non-slip, lightweight, foldable ladder with handle</li> <li>- With at least 120kg load bearing capacity</li> <li>- Uses reinforced steel bar, anti-skid mat, anti-skid pedal, and beam reinforcement</li> </ul>	1 piece	
<p><b>Wired stereo headphones with microphone</b></p> <ul style="list-style-type: none"> <li>- With 180-degree rotating, noise canceling microphone</li> <li>- With at least 1.8m/5.9ft cord with in-line controls (volume adjustment, mute)</li> <li>- With adjustable headband</li> <li>- Connection via 3.5mm audio jack</li> <li>- With plug and play compatibility</li> <li>- With at least 1 year warranty</li> </ul>	3 sets	
<p><b>Lan Adapter</b></p> <ul style="list-style-type: none"> <li>- USB 3.0 to 10/100/1000 Mbps Gigabit RJ45 Ethernet LAN Network Adapter</li> <li>- Backward compatible with USB 2.0</li> <li>- Plug and play installation</li> <li>- With LED indicator</li> </ul>	2 pieces	



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

<ul style="list-style-type: none"> <li>- Compatible with Windows and OSX</li> <li>- Input interface: RJ45 to network cable</li> <li>- Output Interface: USB 3.0 to the computer</li> </ul>		
<p><b>Industrial Type Extension Cable wheel</b></p> <ul style="list-style-type: none"> <li>- At least 25 meters length extension cord</li> <li>- With sturdy steel base and T-slot heavy duty outlets</li> <li>- With overheating protection button and power leakage/surge protector safety breaker</li> <li>- With rapid flame retardant</li> </ul>	2 pieces	
<p><b>Extension Power cord with 10-meter wire</b></p> <ul style="list-style-type: none"> <li>- 10-meter cable length or longer</li> <li>- With 4 gang socket (2 two-way outlet and 2 universal outlet with ground) or more</li> <li>- With LED power indicator and provision for wall mounting</li> <li>- With 2000W load capacity or bigger</li> </ul>	2 pieces	
<p><b>Delivery Schedule: within 30 calendar days upon receipt of Purchase Order</b></p>		





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

**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 fee shall 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 Camera Equipment and other Devices-Rebid (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<p align="center"><b>One Hundred Forty-Three Thousand            Seven Hundred Pesos            (Php143,700.00)</b></p>	<b>In Words:</b>
	_____
	<b>In Figures:</b>
	_____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email Address/es

