



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

**REQUEST FOR QUOTATION**

Date: November 15, 2024

RFQ No.: 101-2024-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 Office Equipment, Furniture and Fixtures (LOT ITEM 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 November 22, 2024 at 4:00 PM.**

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.
<b>Latest Income/business Tax Return</b>	Manually filed tax returns or filed through the EFPS

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

(Digitally Sgd.)  
**MARICEL M. UREÑA**  
 BAC Chairperson





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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](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



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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:

<b>Supply and Delivery of Office Equipment, Furniture and Fixtures (LOT Bidding)</b>			
<b>Unit</b>	<b>Minimum Technical Specifications</b>	<b>Qty.</b>	<b>Statement of Compliance (state specific brand or model)</b>
pcs	<b>Steel filing cabinet;</b> 4 drawers vertical filing cabinet; With anti-tilt lock mechanism, KD w/ steel handle lock, compatible w/ A4, FC, Letter, Legal size files Color; gray, load capacity: 25kgs per drawer, Dimension : 46Wx 62Dx134Hcm	2	
pcs	<b>Steel Filing Cabinet;</b> 4 Drawer lateral Cabinet Features: Steel; 4 drawers; Size 90Wx45Dx131.5CM; Color: Gray; Lock: with key	2	
pcs	<b>Steel Filing Cabinet:</b> H731xW900xD450mm; Black Plastic Divider Design; PVC Name Card; Drawer Sliding; Stainless Ball-bearing soft closing; full extension; Colour available: Light gray (Powder coating finish; Thickness: Gauge 20	2	
pc	<b>Steel Filing Cabinet:</b> Size 72x36x18"	1	
pcs	<b>Office chair;</b> Plastic armrest and headrest; Mesh backrest; Metal chrome legs; Adjustable seat height;	20	
pcs	<b>Magnetic whiteboard;</b> With stand and 4 wheels; With thick steel frame; Durable and stable; At least 90 x 120cm	3	
pc	<b>White Board,</b> Aluminum collapsible stand and rollers, 6t x 8ft	1	
set	<b>Sofa set;</b> With 1pc 3-seater and 2pcs single seaters; Fabric; Dark gray; At least L170 x W80 x H80cm for 3-seater; At least L70 x W80 x H80cm for single seaters; Solid wood frame with metal legs; At least 100kg/seat load capacity; Modern style and comfortable design; At least 3 years warranty on foam	1	
pcs	<b>Swivel bar (counter) stool;</b> Leatherette upholstered; Foam filled; Adjustable height; Metal base; 250lbs weight capacity	5	
pcs	<b>Solo microwave;</b> 23L; Digital control; Ceramic enamel interior; LED display; Side swing handle; 288mm turntable; Eco mode; Quick defrost; Auto	2	



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	programs; Auto cook; Home dessert; Keep warm; Deodorization; Child safety lock; Sound on/off; Clock		
pc	<b>Refrigerator;</b> 10 cu. ft.; HD inverter; 2- door, no frost; Energy efficient inverter compressor; R600a refrigerant; Smart cooling technology; Fresh zone crisper with humidity control; Quck chill compartment; Independent temperature control for ref and freezer; Eco-LED light; Reversible door design; Spill-proof tempered glass shelves; Recessed handle; Textured body, rust and stain resistant; Stainless look door; At lest P4.72 Meralco rating	1	
pc	<b>Electric kettle;</b> (Quick boil; Heat resistant housing; 900W	1	
pcs	<b>Oven toaster;</b> 9L capacity; 1000watts; Variable temp control; Infrared dual heater; Cool touch handle; 30mins timer with stay on feature; Crumb tray; Grill rack; Baking tray	2	
pcs	<b>Extension cord;</b> 6-gang; Individual switch; Surge (lightning) protection; Built in safety breaker; Safe for general use; Impact resistant; Flame retardant; 93% copper; Universal socket; 1.83 meters cord length	6	
pcs	<b>Extension cord;</b> 6-gang; Surge (lightning) protection; Built in safety breaker; Safe for general use; Impact resistant; Flame retardant; 93% Copper; Universal socket; 1.83 meters cord length	32	
	<b>Extension cord;</b> 10-gang universal outlet (10 feet extension)Surge (Lightning) protection, Built in safety breaker; Safe for general use; Impact resistant; Falme retardant; 93% copper; Universal socket	2	
pcs	<b>Universal adaptor socket;</b> 3 in 1 input plug adapter; Type A; Max output: 250V AC 10A; Color: White	3	
unit	<b>Extension wheel;</b> 10A; 2500W; Universal heavy duty outlets; 15m cord length; With 9 37 overheating protection button; Power leakage/surge protector safety breaker; Rapid flame retardant	9	
pcs	<b>Mobile steel book cart/truck;</b> Heavy duty; 4-wheel rolling library book cart; 3-layer, L-shaped, single-sided shelves; Made with carbon steel/metal and finished with powder coat; Rectangular shape; Weight limit: 200lbs/90kgs; At least 49.2 x 29.5 x 13.8 inches (1250 x 750 x 250mm) dimensions; At least 4 inches (102mm) wheel diameter; Black	6	



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unit	<b>Steel book truck;</b> Construction: 16-gauge steel; Shelf Construction: 20-gauge steel; Weight Capacity: 500lbs; Number of Shelves: 3 flat; Paint Finish: Powder coat; Dimensions: H77 x W76 x D73cm	4	
unit	<b>Trolley flat form truck;</b> Made of steel; Retractable handle; Capacity: 300kg; Wheel diameter: 125mm; Dimensions: L61 x W91 x H85cm	8	
<b>Delivery schedule:</b> 15 Calendar days upon receipt of P.O			



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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 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 Office Equipment, Furniture and Fixtures (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<p><b>Five Hundred Eighty Six Thousand Seven Hundred Fifteen Pesos (586,715.00)</b></p>	In Words:
	In Figures:

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

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

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

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





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