



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

REQUEST FOR QUOTATION

Date: January 30, 2025
 RFQ No.:001-2025

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 Purified Drinking Water (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 February 04, 2025 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 2025 Mayor's or Business Permit | In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 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. |

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 Purified Drinking Water (LOT Bidding) | | |
|---|------|-------------------------|
| Minimum Technical Specifications | Qty. | Statement of Compliance |
| <p>Supply and Delivery of Purified Drinking Water to National Library of the Philippines for the period of February 2025 - February 2026</p> <p>Specification:</p> <p>Capacity : 5 gallons/bottle</p> <p>Quantity and Delivery : 95 bottles / week and 380 bottles /month , 4,560 bottles/year</p> <p>Inclusion: With free use of 28 units of hot and cold dispensers and free servicing and cleaning every month or as needed.</p> <p>Responsibilities of the Service Provider</p> <ol style="list-style-type: none"> 1. Provide NLP with 28 units of hot & cold water dispensers, free of charge; 2. Include elimination of germs and microbes using UV technology in the process of purifying water w/ germ free certificate; 3. Supply and deliver ninety-five (95) bottles/week, three hundred eighty (380) bottles/month and four thousand five hundred sixty (4,560) bottles/year of purified drinking water in properly sealed containers clean and clear to NLP in accordance with the schedule of delivery. Delivery must be conducted once a week, Tuesday and during working hours if necessary; 4. Conduct monthly cleaning/maintenance of water dispensers to be attested by NLP personnel; 5. Provide a copy of the monthly results of the Bacteriological Examination and HPC test conducted by the DOH/FDA Authorized/Accredited Laboratory for the delivered purified drinking water; 6. Submit to the Supply Section a monthly billing indicating the Statement of Account (SA) and other supporting documents every first week of the ensuing month; 7. Shoulder the cost and any expenses on mechanical defect of water dispensers or its immediate replacement whenever requested by NLP; 8. Upon request of NLP, provide additional water supply and dispensers on the same terms and conditions of the contract; 9. In case of complaints relative to the delivered purified drinking water, investigation and water testing shall be conducted immediately with representatives from both parties. If proven that there is mishandling from the side of the service provider, the service provider shall be liable for any damages incurred by the mentioned mishandling such as but not limited to the expenses due hospitalization and medical needs of the | | |





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concerned individual/s. Termination of Contract shall be upon the discretion of the Head of the Procuring Entity.

II. Technical Specifications

1. Water Dispenser

- Stand type
- Hot & cold function
- Dripping receptor
- Light indicator
- Power source: 220V/60Hz
- Rated power input (Hot) 500W, (Cold) 500W

2. Purified Drinking Water

- 5 gallons content per bottle Clean and clear
- Free from any foul odor
- Undergone a minimum of 16 stages purification/filtration process

III. Terms and Conditions

1. The supply and delivery contract is for the period of until the end for CY 2025, which shall commence upon receipt of the Notice to Proceed;
2. Delivery and deployment of hot and cold water dispensers at the designated location must be completed w/in fifteen (15) calendar days from receipt of Notice to Proceed; and
3. Ensure appropriate response to situations that require immediate action/assistance in any form, involving its services and employees during emergency or crisis.

IV. Documentary Requirements

1. Copy of monthly Microbiological Water Test Laboratory Certificate issued by a water-testing laboratory duly accredited by the DOH or FDA;
2. Copy of the latest result of monthly Microbiological Analysis of Water, Chemical and Physical Water Test Laboratory Certificate issued by a water testing laboratory duly accredited by the DOH or FDA;
3. Valid and current Certificate of Health Related Device Registration issued by the department of Health (DOH) or Certificate of Product Registration/License to Operate;
4. Proof of conduct of cleaning/washing and disinfecting of water dispensers; and,
5. Statement of Account (SA), Delivery Receipt and other supporting documents every first week of the ensuing month.

Delivery Schedule: February 2025 - February 2026





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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 Purified Drinking Water (LOT Bidding) | |
|--|--|
| Approved Budget for the Contract | Total Offered Quotation |
| <p align="center">Two Hundred Five Thousand Two Hundred Pesos (Php205,200.00)</p> | <p>In Words:</p> <p>_____</p> |
| | <p>In Figures:</p> <p>_____</p> |
| | <p>_____</p> |
| | <p>_____</p> |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es





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