



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

**REQUEST FOR QUOTATION**

**Date: February 18, 2025**

**RFQ No.: 010-2025**

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 Equipment and Accessories for the Children Library (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 25, 2025 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**.

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





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BAC Chairperson

**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 Equipment and Accessories for the Children's Library (LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (WRITE COMPLY or NOT COMPLY) (state specific brand or model)
	<b>I. Forest, Cave, Sea Exploration, and Bench Reading Areas (Minimum Specifications Equivalent or Better)</b>		
Lot	<b>1. Single Privacy Study Carrel</b> - Thickness: 5/8" - Frame: Metal with adjustable leveling floor glides - Slide-out keyboard tray measurement: 31-1/2"W x 11-3/4"D x 25-1/2" H or large enough to hold the regular size of a keyboard - Work surface measurement: 32-3/4"W x 24-1/2"D x 48"H or large enough to hold CRT, flat panel or laptop computers - Age Range: Adult - Shape: Rectangular - Assembly Required: Yes - Finish Type: Laminated - Finish Type: Black - Furniture Finish: Teak - Top Material Type: Metal, Particle Board, Teak - Product Dimensions: 24.5"D x 32.75"W x 48"H (62.2 x 83.2 x 121.9 cm) or good enough to accommodate desktop computer - Size: Large - Item Weight: 70 Pounds (31.5 kg) - Special Feature: Adjustable - Mounting Type: Floor Mount - Base Type: Legs - Quantity: 5 pieces	5 pcs	
	<b>2. Giant Bean Bag</b> - 1219 Diameter x 650mm H (approx.) - Cover, 100% polyester - Filling, Ground foam - Quantity: 15 pieces	15 pcs	
	<b>3. Smart Air Purifier</b> - High-efficiency Filter - High-precision Sensors - OLED Touch Screen	12 pcs	





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<ul style="list-style-type: none"> <li>- Smart Control</li> <li>- 1 year warranty</li> <li>- <b>Specifications:</b> <ul style="list-style-type: none"> <li>• CADR (Particles): 400 m<sup>3</sup>/h</li> <li>• CADR (Formaldehyde): 150 m<sup>3</sup>/h</li> <li>• Area efficiency: 130m<sup>2</sup> per hour [2]</li> <li>• Purification efficiency: 99.97 %</li> <li>• Filter Lifetime: 6~12 months</li> <li>• Noise levels: 32.1~63dB</li> <li>• Rated Voltage: AC100-240V~</li> <li>• Rated Frequency: 50/60Hz</li> <li>• Rated Power: 30W</li> <li>• Net Weight: approx. 5.6 kg</li> <li>• Gross Weight: approx. 7 kg</li> <li>• Dimensions: 250 * 250 * 555 mm</li> </ul> </li> <li>- Quantity: 12 pieces</li> </ul>		
<b>II. Puppetry Room (Minimum Specifications Equivalent or Better)</b>		
<p><b>1. Human and Animal Puppets</b></p> <ul style="list-style-type: none"> <li>- Hand puppets</li> <li>- Height: 2 ft (approx.)</li> <li>- With individual covers</li> <li>- Animal characters: 1 lion, 1 tiger, 1 rabbit, 1 goat, 1 ant, 1 dove, 1 turtle, 1 monkey, 1 hunter, 2 dogs</li> <li>- Quantity: 11 pieces</li> </ul>	11 pcs	
<p><b>2.. Steam Iron</b></p> <ul style="list-style-type: none"> <li>- Multifunctional Steam Ironing Machine</li> <li>- Innovative exterior design</li> <li>- Large steam panel, adjustable by 180° rotation</li> <li>- Easily switch between hand-held garment steamer or iron mode</li> <li>- Two switch control modes, jog and automatic, adapt to a variety of people</li> <li>- 35s rapid steam output, maximum steam volume of 18g/min</li> <li>- 160ml removable water tank, can be used continuously for 11 minutes</li> <li>- Rated voltage/frequency: 220V~50Hz Power: 1000W</li> <li>- Water tank capacity: 160ml (available for 9+3min)</li> <li>- Product material: PC+ABS</li> <li>- Product net weight: about 1.1kg; brush 80g</li> <li>- Product size: 130*139*275mm</li> <li>- Power cord length: 1.8M exposed</li> <li>- Preheating time: ≥35S (preheating for 25 seconds, steam will start within about 10 seconds)</li> <li>- Steam volume: 17+3g/min</li> </ul>	2 pcs	



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	<ul style="list-style-type: none"> <li>- Temperature: <math>\geq 100^{\circ}\text{C}</math> (temperature at the steam outlet) <math>\geq 180^{\circ}\text{C}</math> (temperature of the metal panel)</li> <li>- Safety protection: thermostat over-temperature protection, fuse protection</li> <li>- Quantity: 2 pieces</li> </ul>		
	<p><b>3. Handheld Vacuum Cleaner</b></p> <ul style="list-style-type: none"> <li>- Handle and blow vacuum cleaner</li> <li>- Accessories are easy detachable, accessories include: floor brush, bed brush, crevice tool, round brush, hose, extension tubes, and shoulder belt</li> <li>- Washable HEPA Filter for Easy Cleaning.</li> <li>- Really Cyclone Style, Bagless can suction 100% full.</li> <li>- Transparent dust tank easy to see whether the dust is full or not.</li> <li>- Crevice nozzle and Bed Brush can easy to clean any place.</li> <li>- Power: 600W, 220V, 60Hz</li> <li>- Color/Finish: White+Blue</li> <li>- Product Size: 365 x 148 x 215 mm</li> <li>- Weight: 2.3 Kg</li> <li>- With 360° round brush</li> <li>- 4 meters Cord</li> <li>- Quantity: 2 pieces</li> </ul>	2 pcs	
	<p><b>4. Container/Storage Box with handle for portability</b></p> <ul style="list-style-type: none"> <li>- Capacity: 20 liters</li> <li>- Color: Clear</li> <li>- Size: L44.0 / W31.0 / H22.5 (approx.)</li> <li>- 2 sides locking lid / snap lock</li> <li>- With handle for portability</li> <li>- Quantity: 20 pieces</li> </ul>	20 pcs	
	<p><b>5. Container/Storage Box with 6 spinners/wheels</b></p> <ul style="list-style-type: none"> <li>- Capacity: 120 liters</li> <li>- Color: Clear</li> <li>- Size: L72.3 x W52 x H44 cm (approx.)</li> <li>- 2 sides locking lid / snap lock</li> <li>- With 6 spinners/wheels</li> <li>- Quantity: 15 pieces</li> </ul>	15 pcs	
pcs	<p><b>6. UV Sterilization Lamp</b></p> <ul style="list-style-type: none"> <li>- Power: 36W</li> <li>- Voltage: 220-240V 60Hz</li> <li>- UVC Wavelength: 253.7nm</li> <li>- Area Coverage: up to 40sqm</li> <li>- Light Frame Size: 190mm x 190mm x 420mm</li> </ul>	5 pcs	



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<ul style="list-style-type: none"> <li>- Light Frame Material: Iron with High Grade Frosted Surface</li> <li>- Remote Control Timer: 15/30/60mins</li> <li>- Remote Control Range: 30m</li> <li>- Lamp Type:36W UVC Lamp</li> <li>- Lamp Burning Hours: 8000 HRS.</li> <li>- Replaceable Lamp: Yes</li> <li>- Ozone Feature: Yes</li> <li>- Quantity: 5 pieces</li> </ul>		
<p><b>7. Foldable Platform Hand Truck/ Trolley</b></p> <ul style="list-style-type: none"> <li>- Capacity: 300kgs</li> <li>- Steel handle with comfortable foam</li> <li>- 5 “PU wheel</li> <li>- Platform size: 907X608mm (approx.)</li> <li>- over size: H850Xh195XL907XW608MM (approx.)</li> <li>- Pb-free and UV resistant powder coating</li> <li>- Non-slip PVC mat</li> <li>- Quantity: 5 pieces</li> </ul>	5 pcs	
<b>III. Recording room (Minimum Specifications Equivalent or Better)</b>		
<p><b>1. Green Screen Stand</b></p> <ul style="list-style-type: none"> <li>- Muslin stand, 9 x 10 Feet / 2.8M x 3M</li> <li>- Heavy duty background backdrop with clips</li> <li>- Professional Aluminum Alloy Construction for Durability and Portability</li> <li>- Solid Safety 3 Legs Stages / Holds Canvas, Muslin, or Paper</li> <li>- Width and Height Adjustable</li> <li>- Premium Quality Fabric Material Carry Bag</li> <li>- Quantity: 1 piece</li> </ul>	1 unit	
<p><b>2. Wooden Easel</b></p> <ul style="list-style-type: none"> <li>- Height, 1.6 m (approx.)</li> <li>- Frame limit, 90 cm (approx.)</li> <li>- High quality pine easel</li> <li>- Smooth surface with natural texture</li> <li>- Double-clip triangular stable structure</li> <li>- Folding design</li> <li>- Suitable for children and adult painting activity</li> <li>- Quantity: 15 pieces</li> </ul>	15 pcs	
<p><b>3. LED Studio Video Light Kit with Stand</b></p> <ul style="list-style-type: none"> <li>- 24 Inch LED Video Panel Light with stand</li> <li>- Stable Fill Lighting Effect</li> <li>- 96 Photo Light</li> <li>- Remote Controller, to easily adjust the lighting effect (brightness/color temperature)</li> </ul>	2 pcs	







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	<ul style="list-style-type: none"> <li>- 24-inch LED Light size: 56*28cm</li> <li>- Color Temperature: 2700k-7500k</li> <li>- CRI: &gt;96+</li> <li>- Light Beads: 160pcs</li> <li>- Brightness Adjustment: 5%-100%</li> <li>- Quantity: 2 pieces</li> </ul>		
	<p><b>4. Teleprompter for DSLR</b></p> <ul style="list-style-type: none"> <li>- Portable Smartphone/Table/DSLR Teleprompter</li> <li>- Fits a Smartphone/Tablets Prompting up to 11"</li> <li>- Supports Vertical or Horizontally Shooting</li> <li>- IOS and Android APP Control</li> <li>- Bluetooth Remote Included</li> <li>- Equipped with 49/52/55/58/62/67/72/77/82mm Lens Adapter Rings</li> <li>- Quantity - 1 piece</li> </ul>	1 pc	
	<p><b>5. Camera Bag</b></p> <ul style="list-style-type: none"> <li>- Multifunctional professional camera backpack</li> <li>- Water-repellent and tear-resistant</li> <li>- Approximately 50/50 storage split between personal items on the top and photo gear on bottom</li> <li>- Divider system for camera body, lenses and accessories</li> <li>- Storage for 15" laptop or 10" tablet</li> <li>- Side storage for tripod</li> <li>- Adjustable length backpack straps</li> <li>- Side access with interior door organization panels</li> <li>- Pass-through strap on back panel to put on carry-on roller cases with extendable handles</li> <li>- All-weather cover</li> <li>- Quantity: 1 piece</li> </ul>	1 pc	
	<p><b>6. DSLR Camera Battery Pack</b></p> <ul style="list-style-type: none"> <li>- Compatible with Canon EOS 250D</li> <li>- 7.2 V</li> <li>- 1040 mAh</li> <li>- Lithium-ion</li> <li>- Quantity: 2 pieces</li> </ul>	2 pcs	
	<p><b>7. USB C Hub</b></p> <ul style="list-style-type: none"> <li>- USB-C Adapter, with 4K@60Hz HDMI, 100W Power Delivery, 10 Gbps USB C and 2 USB A Ports, SD Card Reader and 3.5mm Audio, for MacBook Air, MacBook Pro, XPS, and More</li> <li>- Quantity: 2 pieces</li> </ul>	2 pcs	
<b>Delivery schedule:</b> 30 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 Equipment and Accessories for the Children's Library (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<p align="center">Seven Hundred Eighty Seven Thousand Four Hundred Pesos (787,400.00)</p>	<b>In Words:</b>
	<b>In Figures:</b>

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

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

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

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







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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.

<b>Supply and Delivery of Office Equipment, Furniture and Fixtures (LOT Bidding – 3 lots)</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>LOT 1 Three Hundred Eighteen Thousand Pesos (Php318,000.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>LOT 2 Fifty Nine Thousand Three Hundred Seventy Five Pesos (Php59,375.00)</b>	<b>In Words:</b>





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	<b>In Figures:</b>
<b>LOT 3 Two Hundred Twenty Five Thousand Pesos          (Php225,000.00 )</b>	<b>In Words:</b>
	<b>In Figures:</b>

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

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

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

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

