



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

REQUEST FOR QUOTATION

Date: June 16, 2025

RFQ No. 070-2025

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 **Procurement of CS Signages with Installation (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 June 25, 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 BAC-NLP 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:

Procurement of CS Signages with Installation (LOT Bidding)												
Unit	Minimum Technical Specification	Qty.	Statement of Compliance									
LOT	3D/Embossed Sintra Board Entrance Name: CHILDREN'S LIBRARY Dimension: For verification of actual measurements Quantity: 1 Unit SPECIFICATIONS:	1										
	<table><tr><th>NAME & SAMPLE PICTURE</th><th>MATERIAL</th><th>SIZE</th><th>QUANTITY</th></tr><tr><td><div>ENTRANCE</div><div><div>Material for Background: STICKER ON SINTRA</div><div><div>Material for Letters: ACRYLIC LASER CUT (EMBOSSSED 8mm THK)</div><div>Material for 2 Kids Reading/Sitting: STICKER ON SINTRA (EMBOSSSED 6mm THK)</div></div><div>FOR ACTUAL VERIFICATION</div></div></td><td><div>- Lettering: Acrylic Laser Cut Embossed 8mm thick</div><div>- 2 Kids Reading/Sitting: Sticker on Sintra Embossed 6mm thick</div><div>- Background: Sticker on Sintra</div></td><td>For verification of actual measurements</td><td>1 pc</td></tr></table>		NAME & SAMPLE PICTURE	MATERIAL	SIZE	QUANTITY	<div>ENTRANCE</div> <div><div>Material for Background: STICKER ON SINTRA</div><div><div>Material for Letters: ACRYLIC LASER CUT (EMBOSSSED 8mm THK)</div><div>Material for 2 Kids Reading/Sitting: STICKER ON SINTRA (EMBOSSSED 6mm THK)</div></div><div>FOR ACTUAL VERIFICATION</div></div>	<div>- Lettering: Acrylic Laser Cut Embossed 8mm thick</div> <div>- 2 Kids Reading/Sitting: Sticker on Sintra Embossed 6mm thick</div> <div>- Background: Sticker on Sintra</div>	For verification of actual measurements	1 pc		
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Space Room Room Name: Astro Adventure Nook Description: Embark on an out-of-this-world reading experience Dimension: W-2ft, H-3ft Quantity: 1 Unit	<table><tr><td><div>ASTRO ADVENTURE NOOK</div><div><div><div>FOR ACTUAL VERIFICATION</div></div></div></td><td>Sticker on Sintra</td><td>2ft (W) x 3ft (H) Portrait</td><td>1 pc</td></tr></table>	<div>ASTRO ADVENTURE NOOK</div> <div><div><div>FOR ACTUAL VERIFICATION</div></div></div>	Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc							
<div>ASTRO ADVENTURE NOOK</div> <div><div><div>FOR ACTUAL VERIFICATION</div></div></div>	Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc									
	Forest Room Room Name: Enchanted Grove											




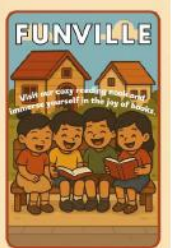


Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES

Bids and Awards Committee

	<p>Description: Stroll through the lush forest of knowledge Dimension: W-2ft, H-3ft Quantity: 1 Unit</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>ENCHANTED GROVE</p>  </div> <table border="1" style="flex: 2; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Sticker on Sintra</td><td style="width: 33%; padding: 5px;">2ft (W) x 3ft (H) Portrait</td><td style="width: 33%; padding: 5px;">1 pc</td></tr> <tr><td style="height: 150px;"></td><td></td><td></td></tr> </table> </div>	Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc				
Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc						
	<p>Sailboat Area Room Name: Sail and Read Description: Jump into the pages of a book and set sail on a wild adventure through your imagination Dimension: W-2ft, H-3ft Quantity: 1 Unit</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>SAIL AND READ</p>  </div> <table border="1" style="flex: 2; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Sticker on Sintra</td><td style="width: 33%; padding: 5px;">2ft (W) x 3ft (H) Portrait</td><td style="width: 33%; padding: 5px;">1 pc</td></tr> <tr><td style="height: 150px;"></td><td></td><td></td></tr> </table> </div>	Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc				
Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc						
	<p>Cave Room Room Name: Discovery Cave Description: Prepare for a thrilling book expedition Dimension: W-2ft, H-3ft Quantity: 1 Unit</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>DISCOVERY CAVE</p>  </div> <table border="1" style="flex: 2; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Sticker on Sintra</td><td style="width: 33%; padding: 5px;">2ft (W) x 3ft (H) Portrait</td><td style="width: 33%; padding: 5px;">1 pc</td></tr> <tr><td style="height: 150px;"></td><td></td><td></td></tr> </table> </div>	Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc				
Sticker on Sintra	2ft (W) x 3ft (H) Portrait	1 pc						



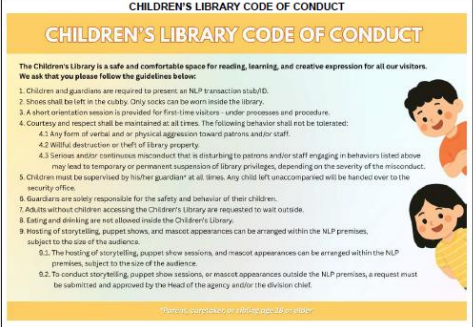


Republic of the Philippines
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Bids and Awards Committee

<p>Playhouse Room Name: Playpad Description: Prepare for a thrilling book expedition Dimension: W-2ft, H-3ft Quantity: 1 Unit</p> <p style="text-align: center;">PLAYPAD</p>  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; width: 30%; height: 100px;"></div> </div>	
<p>Bench Reading Area Room Name: Funville Description: Visit our cozy reading nook and immerse yourself in the joy of books Dimension: W-2ft, H-3ft Quantity: 1 Unit</p> <p style="text-align: center;">FUNVILLE</p>  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; width: 30%; height: 100px;"></div> </div>	
<p>Recording Room Room Name: Kuwentuhan Lounge Dimension: W-3ft, H-8in Quantity: 1 Unit</p> <p style="text-align: center;">KUWENTUHAN LOUNGE</p>  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; width: 30%; height: 100px;"></div> </div>	
<p>Stock Room Room Name: Treasure Trove Dimension: W-3ft, H-8in Quantity: 1 Unit</p> <p style="text-align: center;">TREASURE TROVE</p>  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 30%; height: 100px;"></div> <div style="border-left: 1px solid black; width: 30%; height: 100px;"></div> </div>	
<p>Comfort Room</p>	



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	<p>Room Name: Refresh Room Dimension: W-3ft, H-8in Quantity: 1 Unit</p> <p style="text-align: center;">REFRESH ROOM</p>  <p>Sticker on Sintra 3ft (W) x 8in (H) 1 pc</p> <p>Shoe Rack and Locker Area Room Name: Refresh Room Dimension: W-3ft, H-8in Quantity: 1 Unit</p> <p style="text-align: center;">SHOE AND STORE</p>  <p>Sticker on Sintra 3ft (W) x 8in (H) 1 pc</p> <p>Other Signage</p> <p>Children's Library Code of Conduct (Entrance) Contents: Children's Services General Policy Dimension: W-6ft, H-4ft Quantity: 1 Unit</p> <p style="text-align: center;">CHILDREN'S LIBRARY CODE OF CONDUCT</p>  <p>Sticker on Sintra 6ft (W) x 4ft (H) Landscape 1 pc</p>	
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	<p>Children's Library Code of Conduct (per Room) Contents: Children's Services General Policy Dimension: W-2ft, H-4ft Quantity: 4 Units</p> <table border="1"> <tr> <td data-bbox="438 526 662 974"> </td><td data-bbox="790 526 869 974">Sticker on Sintra</td><td data-bbox="933 526 1013 974">2ft (W) x 4ft (H) Portrait</td><td data-bbox="1021 526 1085 974">4 pcs</td></tr> </table> <p>Filipino and English Reading Quotes Dimension: W-2ft, H-4ft Quantity: 8 Units</p> <table border="1"> <tr> <td data-bbox="335 1086 526 1377"> </td><td data-bbox="734 1086 837 1377">Sticker on Sintra</td><td data-bbox="917 1086 1021 1377">2ft (W) x 4ft (H) Portrait</td><td data-bbox="1029 1086 1085 1377">8 pcs</td></tr> </table> <p>Filipino and English Reading Quotes Dimensions: W-4ft, H-2ft Quantity: 8 Units</p> <table border="1"> <tr> <td data-bbox="311 1512 638 1724"> </td><td data-bbox="758 1500 861 1736">Sticker on Sintra</td><td data-bbox="933 1500 1037 1736">4ft (W) x 2ft (H) Landscape</td><td data-bbox="1045 1500 1085 1736">8 pcs</td></tr> </table>		Sticker on Sintra	2ft (W) x 4ft (H) Portrait	4 pcs		Sticker on Sintra	2ft (W) x 4ft (H) Portrait	8 pcs		Sticker on Sintra	4ft (W) x 2ft (H) Landscape	8 pcs		
	Sticker on Sintra	2ft (W) x 4ft (H) Portrait	4 pcs												
	Sticker on Sintra	2ft (W) x 4ft (H) Portrait	8 pcs												
	Sticker on Sintra	4ft (W) x 2ft (H) Landscape	8 pcs												
	<p>Delivery Schedule :</p> <ol style="list-style-type: none"> 1. Submission of layout design within 3 calendar days upon receipt of Purchase Order. 2. 30 Calendar days upon approval of lay-out design. 														



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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.

Procurement of CS Signages with Installation (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Thousand Four Hundred Four Pesos (Php400,404.00)	In Words:

	In Figures:



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Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/e