



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

REQUEST FOR QUOTATION

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites bidders / suppliers to bid for **Supply and delivery of Printer, Steel/Filing Cabinet and Corkboard for NLP**. Bidding will be through **LINE Item Bidding**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Unit	Item Description	Quantity	Unit Cost	Total Cost
pcs	Metal Filing Cabinet	4	8,500.00	34,000.00
	2-Drawer lateral filing cabinet with anti titled lock/KD with steel handle lock and hanging A4, FC, letter and legal size file			
	H x L x W : 85.1 cm x 101. 5cm x 55.8cm			
piece	Steel Cabinet	3	9,000.00	27,000.00
piece	Epson Printer/Scanner (for A4 and Legal Size)	1	20,000.00	20,000.00
piece	Corkboard 3 ft x 2ft	3	1,000.00	3,000.00
			TOTAL	84,000.00

Submit your quotation duly signed by you or your representative together with the following documentary requirements:

- 33.3.1. Latest Income/ Business Tax Returns
- 33.3.2. Mayor's/Business Permit
- 33.3.3. PhilGEPS Certificate of Registration

Bidding is restricted to Filipino citizens/sole proprietorship, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

Contract/delivery schedule is within Ten (10) days upon received of Notice to Proceed.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. National Library of the Philippines shall rescind 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.



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For further information, please refer to:

MARIE JOY H. BESTOIR

IRA B. ALBALOS

PHIL MARC JACINTO

BAC Secretariat

T.M. Kalaw St., Ermita, Manila

Tel. No. 5336-7200 loc. 212

Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **February 25, 2021 5:00 pm**. Aside from the electronic copy of your original financial bid offer and documentary requirements, please email also an excel (.xlsx) format of your financial bid offer.

The NATIONAL LIBRARY OF THE PHILIPPINES reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Sgd.SUSAN J. FETALCO
BAC Chairperson