



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

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**REQUEST FOR QUOTATION**

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites bidders / suppliers to bid for the **Procurement of Microsoft Office License for the National Library of the Philippines – Finance and Administrative Division**. Bidding will be through **Lot Item Bidding**. Bids received in excess of the **ABC Php236,800.00** shall be automatically rejected at bid opening.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 1	pc.	Microsoft Office Home & Business 2019 English (APAC EM 1 License)	16	14,800.00	<b>236,800.00</b>
<b>TOTAL ABC</b>					<b>236,800.00</b>

Please quote your best offer.

Submit your quotation duly signed by you or your representative and of the following eligibility requirements not later than Seven (7) days:

1. Latest Tax Clearance Certificate
2. PhilGEPS Certificate of Registration
3. Latest Income/ Business Tax Returns
4. Mayor's/Business Permit

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 receipt 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. The 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.

For further information, please refer to:

**ELEANOR C. SIYANG**  
**JONATHAN F. SANTOS**  
BAC Secretariat  
T.M. Kalaw St., Ermita, Manila  
Tel. No. 336-7200 loc. 412  
Email: bac@nlp.gov.ph

Bids must be Submitted to NLP BAC or send electronic copies thru email on or before **March 14, 2022 5:00 pm**. Late bids shall not be accepted.



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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