



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

**REQUEST FOR QUOTATION**

Date: 17 February 2023

RFQ No.: 10-2023-A

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Supply and Delivery of CSE Not Available in the PS-DBM Catalogue (LOT Bidding, two (2) lots)** 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 27, 2023 at 5:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
<b>Copy of 2023 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment.</b>
<b>Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract but before payment.</b>

For any clarification, you may contact us at telephone no. **(02) 5310-5029 local 412** or email address at [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph).

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



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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](mailto: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 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 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.



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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:

<b>Supply and Delivery of CSE Not Available in the PS-DBM Catalogue (LOT Bidding, two (2) lots)</b>			
<b>TECHNICAL SPECIFICATIONS / SCOPE OF WORK</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>LOT 1. OFFICE SUPPLIES, ACCESSORIES, ETC.</b>			
1.1. Ballpoint pen, black, 0.5 tip (35 pieces)			
1.2. Ballpoint pen, blue, 0.5 tip (75 pieces)			
1.3. Glue, roll-on, all purpose (6 pieces)			
1.4. Glue gun, 20 watts, 100-240 V, 15g/min max. glue capacity, 11mm max. stick diameter, 250mm max. stick length (2 pieces)			
1.5. Hot melt glue stick, 11mm max. stick diameter, 250mm max. stick length (4 packs)			
1.6. Laminating film, A4 size, 125 mic thickness, 100pcs/pack (20 packs)			
1.7. Double-sided tape, foam, at least 48mm x 5m (12 rolls)			
1.8. Double-sided tape, 1 inch, 24mm (5 rolls)			
1.9. Double adhesive tape, 36mm x 30m (66 rolls)			
1.10. Double adhesive tape with foam, 36mm x 30m (44 rolls)			
1.11. Ruler, aluminum, 12 in., stainless (3 pieces)			
1.12. Clamp binder folder, legal size, green (200 pieces)			
1.13. Cable tacker staple, 1/4 flat cable (2 boxes)			
1.14. Cutter, heavy duty (3 pieces)			
1.15. Data folder A3 (10 pieces)			
1.16. Envelop, expanding kraft short (2 boxes)			
1.17. Plastic cover, gauge 4, 43 inches x 54 yards or 50 meters (16 rolls)			
1.18. PVC plastic cover, A4 (40 packs)			
1.19. PVC plastic cover, legal (5 packs)			
1.20. Ring binder, plastic, 25mm (2 bundles)			
1.21. Ring binder, plastic, 20mm (2 bundles)			
1.22. Ring binder, plastic, 16mm (2 bundles)			
1.23. Ring binder, plastic, 3/4 in. (50 pieces)			



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1.24. Ring binder, plastic, 1 in. (50 pieces)			
1.25. Ring binder, plastic, 7/8 in. (50 pieces)			
1.26. Morocco paper, 21.5 x 31 in., red (50 pieces)			
1.27. Morocco paper, blue (2 rolls)			
1.28. Paper, legal, multicopy, 8.5" x 14", 80 gsm (12 reams)			
1.29. Paper, letter size, 8.5" x 11" (8 reams)			
1.30. Paper, A3, multipurpose, 70 gsm (14 reams)			
1.31. Paper, A3, premium grade (22 reams)			
1.32. Photo paper, A4, matte, 108 gsm, 100 sheets/pack (40 packs)			
1.33. Special paper, legal, 80 gsm (5 packs)			
1.34. Special paper, legal, natural color, 85 gsm (50 packs)			
1.35. Special paper, A4, 80 gsm (40 packs)			
1.36. Specialty paper, A4, matte, white or cream color, 200-220 gsm, 10 sheets/pack (4 packs)			
1.37. Special paper, A4, certificate use (3 reams)			
1.38. Sticky notes, 76mm x 76mm (20 packs)			
1.39. Sticker paper, A4, matte, 10 sheets/pack (76 packs)			
1.40. Sticker paper, A4, glossy, 80 gsm, 10 sheets/pack (6 packs)			
1.41. Magnifying glass, handheld, for reading, at least 75mm (4 pieces)			
1.42. Thumb tacks, metal (2 boxes)			
<b>LOT 2. CLEANING TOOLS, SUPPLIES, ETC.</b>			
2.1. All purpose microfiber cleaning towel, 80% polyester and 20% polyamide, double layer (1 pack)			
2.2. Microfiber, thickened, soft, absorbent towel cloth, wash, cleaning (for digitization), 5 pcs/set (10 sets)			
2.3. Disposable nitrile gloves (for digitization), 100 pcs/box (10 boxes)			
2.4. Glass cleaner (4 pieces)			
2.5. Glass cleaner solution, liquid formulation, antibacterial, 500ml/bottle (12 bottles)			
2.6. Muriatic acid, 1 gallon/bottle (6 bottles)			
2.7. Window squeegee, mesh cloth, sponge, PP, aluminum alloy, 20 cm brush head, 50-80 cm rod length (adjustable), about 36 cm rod length (unadjustable), extended handle, retractable,			





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removable cleaning, double-sided brush (4 pieces)			
2.8. Liquid sosa, 500ml/bottle (4 bottles)			
2.9. Toilet brush cleaner, plastic, hard bristles, with long handle, with base container (2 pieces)			
2.10. Rat catcher trap glue board, scented (4 pieces)			
2.11. Rat killer (1 box)			
<b>Delivery Schedule: Within 30 calendar days upon receipt of Purchase Order (PO)</b>			



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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 CSE Not Available in the PS-DBM Catalogue (LOT Bidding, two (2) lots)	
Approved Budget for the Contract	Total Offered Quotation
<b>TOTAL ABC: One Hundred Fifty-Two Thousand Eight Hundred Thirteen Pesos and 10/100 (Php 152,813.10)</b>	
<b>LOT 1: OFFICE SUPPLIES, ACCESSORIES, ETC.</b>  <b>One Hundred Thirty-Five Thousand One Hundred Seventy-Three Pesos and 10/100 (PHP 135,173.10)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>LOT 2: CLEANING TOOLS, SUPPLIES, ETC.</b>  <b>Seventeen Thousand Six Hundred Forty Pesos (PHP 17,640.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>





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

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

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

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