



National Commission for Culture and the Arts

**National Library of the Philippines**

**P.O. Box 2926  
T. M. Kalaw Street, Ermita 1000  
Manila, Philippines**

**Phone: (632) 310-5035 loc. 310  
Email: [tnlbac@yahoo.com](mailto:tnlbac@yahoo.com)**

### 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 Office Devices** for the **National Library of the Philippines**. Bidding will be through **Line Item Bidding**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Qty	Unit	Item Description	Estimated Unit Cost	Total ABC
1	2	units	ETONA EC-3, 30-100 pages Cap.	3,000.00	6,000.00
2	2	units	ETONA ER-22 Staple Remover	850.00	1,700.00
			<b>TOTAL</b>		<b>Php7,700.00</b>

Please quote your best offer for the items, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your representative and of the following eligibility requirements not later than fifteen (15) days:

1. Latest Tax Clearance Certificate and/or
2. Latest Annual Income Tax Return, and
3. PhilGEPS Certificate of Registration

Bidding is restricted to Filipino citizens/sole proprietorships, 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 fifteen (15) calendar 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.

For further information, please refer to:

**MS. MARICEL M. DIAZ**  
BAC Secretary  
3/F Filipiniana Division  
T.M. Kalaw St., Ermita, Manila  
Tel. No. 310-5035 loc. 310

Sealed Bids must be delivered to the address above on or before **March 7, 2014, 5:00 P.M. .**  
Late bids shall not be accepted.

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. DOLORES D. CARUNGUI**  
Chairperson  
Bids and Awards Committee