



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 Conservation and Preservation Supplies**:

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Total
1	150	pc.	<b>PERMA/DRY BOX BOARD</b> Acid free, Lignin free, 40" x 60", .060 thickness, buffered, acrylic coating, water and dust repellent surface	1,500.00	225,000.00
2	800	pc.	<b>ACID FREE FOLDERS</b> Legal size, light tan, 1" exposed tab, acid free, lignin free, buffered, reinforced	80.00	64,000.00
3	1000	pc.	<b>VERTICAL FILE JACKETS</b> Made of sturdy 0.10 Perma/dur folder stock with an alkaline reserve and have .5" exposed reinforced extended back for labeling. Pleats for 1' expansion also give the file a firm base on w/c to stand, 14.74" x 9.5"	115.00	115,000.00
4	6	pc.	<b>ACRYLIC CLEAR SHEET</b> Transparent, non-breakable, lightweight, 12" x 24" x 5cm.	1,500.00	9,000.00
5	6	pc.	<b>ACRYLIC CLEAR SHEET</b> Transparent, non-breakable, lightweight, 24" x 24" x 5cm.	2,000.00	12,000.00
6	4	pc.	<b>ACRYLIC CLEAR SHEET</b> Transparent, non-breakable, lightweight, 24" x 48" x 5cm.	2,500.00	10,000.00
7	3	pack	<b>WHITE COTTON GLOVES</b> Seamless, exclusive for archives applications, Medium, 12s/pack	1,500.00	4,500.00
8	1	pack	<b>WHITE COTTON GLOVES</b> Seamless, exclusive for archives applications, Large, 12s/pack	1,500.00	1,500.00
			<b>TOTAL</b>		<b>P441,000.00</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 copies of the following eligibility requirements not later than fifteen (15) days:

1. Tax Clearance Certificate and/or
2. 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 **October 17, 2013, 5:00 P.M.** Bid opening shall be on **October 18, 2013, 10:00 A.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