



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 Data File Folder 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
pc	<b>DATA FILE FOLDER</b>	500	150.00	75,000.00
	Arch File, A4/Long			
	3" Side Mechanism			
		<b>TOTAL</b>		<b>75,000.00</b>

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.

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 **December 4, 2020 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.



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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