



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 the **Supply and Delivery of Various Office Supplies for the National Library of the Philippines – Public Libraries Division (Second Posting)**. Bidding will be through **Line Item Bidding**. Bids received in excess of the **ABC Php241,770.00** shall be automatically rejected at bid opening.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs.	*Corrugated cardboard box with NLP logo <ul style="list-style-type: none">• Dimensions: L-24" x W-16" x H-10"• Brown, Double walled• Logo of NLP printed on all sides except flaps (outlined only)	2000	76.00	152,000.00
	rolls/ packs	*Custom NLP Property tape <ul style="list-style-type: none">• 48mm x 100m• Custom printed in black "PROPERTY OF THE NATIONAL LIBRARY OF THE PHILIPPINES" next to its outlined logo	10	3,177.00	31,770.00
	pcs.	*Kraft expandable envelope <ul style="list-style-type: none">• Brown, with string• With logo of NLP printed on the back side	2000	27.50	55,000.00
	pc.	*National Library of the Philippines dry seal <ul style="list-style-type: none">• Desk type	1	3,000.00	3,000.00
TOTAL ABC					241,770.00

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
5. Revised Omnibus Sworn Statement (duly Notarized with seal)

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



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(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:

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ELEANOR C. SIYANG
JONATHAN F. SANTOS
JAN EMOREJ L. CELOCIA
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Bids must be Submitted to NLP BAC or send electronic copies thru email on or before **March 31, 2022 5:00 pm**. 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. SUSAN J. FETALCO
BAC Chairperson