



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 Office Supplies for the National Library of the Philippines**. Bidding will be through **LOT Item Bidding**. Bids received in excess of the **Approved Budget Contract of One Hundred Ninety Seven Thousand Eight Hundred Fifty Two Pesos (Php197,852.00)** shall be automatically rejected at bid opening.

Unit	Item Description	Quantity	Unit Cost	Total Cost
ream	Paper, multipurpose, Legal, 70 gsm	168	170.00	28,560.00
ream	Paper, multipurpose, A4, 80 gsm	233	155.00	36,115.00
ream	Paper, multipurpose, Legal, 80 gsm	230	175.00	40,250.00
roll	Tape, masking, width 24mm	61	60.00	3,660.00
roll	Tape, masking, width 48mm	31	120.00	3,720.00
roll	Tape, transparent, width 48mm	94	37.00	3,478.00
roll	Tape, packaging, width 48mm	58	37.00	2,146.00
pcs	Flash drive, 16GB	10	285.00	2,850.00
box	Fastener, metal	106	96.00	10,176.00
pcs	Data Folder, blue, legal size	208	80.00	16,640.00
ream	Paper, multipurpose, A3	22	550.00	12,100.00
box	Rubber band, No. 18	8	100.00	800.00
unit	External hard drive, 1T	5	3,500.00	17,500.00
box	Carbon film, A4	2	300.00	600.00
pad	Note pad, stick on, 2"x3"	8	40.00	320.00
pad	Note pad, stick on, 3"x4"	12	65.00	780.00
jar	Glue, all purpose	30	50.00	1,500.00
box	Staple wire, standard	82	39.00	3,198.00
box	Staple wire, heavy duty, binder type, 23/13	12	60.00	720.00
box	Clip, backfold, 19mm	18	20.00	360.00
box	Clip, backfold, 32mm	19	43.00	817.00
box	Clip, backfold, 50mm	28	70.00	1,960.00
box	Paper clip, vinyl/plastic coated, 33mm	45	25.00	1,125.00
box	Paper clip, vinyl/plastic coated, 50mm	38	30.00	1,140.00
pcs	Sign pen, Black	99	23.00	2,277.00
pcs	Sign pen, Blue	220	23.00	5,060.00
			TOTAL COST	197,852.00



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Submit your quotation duly signed by you or your representative together with the following documentary requirements:

- Mayor's/Business Permit
- PhilGEPS Certificate of Registration
- 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 Fifteen (15) 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
ELEANOR C. SIYANG
JONATHAN SANTOS
BAC Secretariat
T.M. Kalaw St., Ermita, Manila
Tel. No. 5336-7200 loc. 406 / 412
Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **May 13, 2022 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.

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