



**Republic of the Philippines**  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
**Bids and Awards Committee**

**REQUEST FOR QUOTATION**

Date: 25 November 2022

RFQ No.: 47-2022-B

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Supply and Delivery of Common use Office Supplies and Equipment Not Available to PS (LOT Bidding)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than December 05 2022 at 4:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
<b>Copy of 2022 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment.</b>
<b>Notarized Omnibus Sworn Statement (<a href="#">GPPB-Prescribed Form</a>)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract but before payment.</b>
<b>Latest Tax Clearance</b>	Submit a copy of your Latest Tax Clearance Certificate.

For any clarification, you may contact us at telephone no. (02) 5336-7200 local 406 or 412 or email address at [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph).

(Digitally Sgd.)  
**MARICEL M. UREÑA**  
BAC Chairperson





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**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NLP. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NLP may terminate 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.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply and Delivery of Common use Office Supplies and Equipment Not Available to PS (LOT Bidding)			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Grasscutter, scissor type, 1pc ● Scissor type ● Wood handle bar			
Hammer, 1pc ● Wood handle bar			
Machete knife, 2pcs ● Wood handle bar			
Toilet Brush, 5pcs ● Made: plastic ● Hard bristles ● With long handle ● With base container			
Ink Refill, for white board marker, 3bottles ● Refill for whiteboard marker ● Ink color: black			
Glass Cleaner (window squeegee), 2pcs ● Material: mesh cloth, sponge, PP, aluminum alloy ● Size: Brush head 20cm, rod length 50-80cm (adjustable) ; rod length about 36cm (unadjustable) ● Features: Extended handle, retractable; removable cleaning; double sided brush			
Ball point Pen, Black, 20pcs			
Sponge multipurpose, 4pcs ● Multipurpose sponge ● With scrub pad			
Plastic cover, 2rolls ● Gauge: 4 ● Size: 43 inches x 54 yards or 50 meters			
Bathroom Deodorizer, 6pcs ● Scent: lemon ● With container			
Paper, Board, Short, 160gsm, 1 pack			
Tape, 4 rolls ● double adhesive			



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<ul style="list-style-type: none"> <li>● No foam</li> <li>● 12 mm x 10m</li> </ul>			
Ballpoint pen, black, 10pcs			
Ballpoint pen, blue, 10pcs			
Glass cleaner, 4 Liters <ul style="list-style-type: none"> <li>● Liquid</li> <li>● Spray bottle</li> <li>● Unscented</li> <li>● Outdoor all in one</li> </ul>			
Disinfecting foot bath mat, 4pcs <ul style="list-style-type: none"> <li>● 18" x 32"</li> <li>● Tough textile</li> <li>● With disinfectant solution</li> </ul>			
Ball pen - HBW Fine, Blue, 1 box <ul style="list-style-type: none"> <li>● Ballpoint</li> </ul>			
Plastic cover, gauge 4, 1 roll <ul style="list-style-type: none"> <li>● Size: 43 inches x 54 yards or 50 meters</li> </ul>			
Double adhesive, 2 rolls <ul style="list-style-type: none"> <li>● Size: 36mmx30m</li> </ul>			
Double adhesive, with foam, 2 rolls <ul style="list-style-type: none"> <li>● Size: 36mmx30m</li> <li>● With foam</li> </ul>			
Duct tape, 2 rolls <ul style="list-style-type: none"> <li>● Width: 48mm</li> <li>● Material: cloth tape</li> <li>● Length: 20 meters/roll</li> <li>● Color: grey</li> </ul>			
Paper sticker, A4, matte, 3 packs <ul style="list-style-type: none"> <li>● Glossy</li> <li>● 80 GSM</li> <li>● 10 sheet/pack</li> </ul>			
Thumbtacks, 1 box <ul style="list-style-type: none"> <li>● Made: Metal</li> </ul>			
Bathroom freshener "Albatros" 6 cans <ul style="list-style-type: none"> <li>● Scent: lemon</li> <li>● With container</li> </ul>			
Mosquito Killer spray, 2 cans <ul style="list-style-type: none"> <li>● Anti-Dengue</li> <li>● Odorless</li> </ul>			
Window Squeegee, 2pcs <ul style="list-style-type: none"> <li>● Materials: mesh cloth, sponge, PP, aluminum alloy</li> <li>● Size: brush head 20cm, rod length about 36cm (unadjustable)</li> <li>● Features: extended handle, retractable; removable cleaning; double-sided brush</li> </ul>			
Glass Cleaner solution, 2 bottles			



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<ul style="list-style-type: none"> <li>● Formulation: Liquid</li> <li>● Antibacterial</li> <li>● Net content: 500mL</li> </ul>			
Muriatic Acid, 2 bottles <ul style="list-style-type: none"> <li>● Net content: 1 gallon</li> </ul>			
Pail, 2 gallons, 2 piece <ul style="list-style-type: none"> <li>● With lid</li> <li>● Material: plastic</li> </ul>			
Toilet brush cleaner, 2pcs <ul style="list-style-type: none"> <li>● Made: plastic</li> <li>● Hard bristles</li> <li>● With long handle</li> <li>● With base container</li> </ul>			
Double adhesive tape, 36mm x 30, 5 rolls <ul style="list-style-type: none"> <li>● 1" x 10m non-foam</li> </ul>			
Library book cart, unit 1 <ul style="list-style-type: none"> <li>● 75cm x 50cm</li> <li>● Sloped shelves</li> <li>● 3 layers</li> <li>● With rotating wheels</li> </ul>			
Plastic cover, gauge 4, 1 roll <ul style="list-style-type: none"> <li>● Gauge 4</li> <li>● 48" x 50m</li> <li>● High Quality Plastic Sheet</li> </ul>			
Rubber matting (plain colors), 24" x 24", 30pcs <ul style="list-style-type: none"> <li>● Assorted Colors</li> <li>● Material: Rubber</li> </ul>			
Multifunction printer, 1 unit <ul style="list-style-type: none"> <li>● Paper size letter (21.6 x 35.6 cm), A4,B5,A5,A6</li> <li>● Ink Type: continuous ink</li> <li>● Ink palette: CYMK</li> <li>● Paper sizes: 10 x 15cm (4" x 6"), 13 x 18cm (5" x 7"), 20 x 25 (8" x 10"), Letter (21.6 x 27.9 cm) Legal (21.6 x 35.6 cm), A4,B5,A5,A6</li> <li>● Capacity: 30 sheets plain paper, 200gsm</li> <li>● Connectivity: USB 2.0 (High speed), Ethernet 100/10 Mbps</li> <li>● Paper handling: Supports various Epson paper, plain paper and bond paper</li> <li>● Automatic Document Feeder: Yes</li> </ul>			
Tubular light bulb, 20 pcs <ul style="list-style-type: none"> <li>● T8</li> <li>● 9watts</li> </ul>			
Paper, A3, Premium Grade, A3, 3 reams			
<b>Delivery schedule: 15 days after release of PO.</b>			



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**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Account Name : \_\_\_\_\_  
 Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply and Delivery of Common use Office Supplies and Equipment Not Available to PS (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<b>Fifty One Thousand Four Hundred Two and            Forty Eight Cents (51,402.48)</b>	<b>In Words:</b>
	<b>In Figures:</b>

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
 Email Address/es

