



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

REQUEST FOR QUOTATION

Date: April 18, 2023

RFQ No.: 28-2023-A

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 Supplies (CSE) not Available at PS-DBM (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 April 27, 2023 at 4:00 PM.**

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

Document	Remarks
Copy of 2023 Mayor's or Business Permit	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted before award of contract.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith before award of contract. Supported by Secretary's Certificate of Special Power of Attorney.
Latest Income/Business Tax Return	Manually filed tax returns or filed through the EFPS

For any clarification you may contact us at telephone no. **(02) 5310-5029 local 406 or 412** or email address at contact us at telephone 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 anyway.
- (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 in eligible/disqualified.
- (4) Quotations maybe submitted through electronic mail at 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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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 Supplies (CSE) not Available at PS-DBM(LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (Comply or Not Comply and please SPECIFY the BRAND and model number you are offering)
pc	Clearbook, 20 transparent pockets, A4	16	
pc	Clearbook, 20 transparent pockets, Legal	16	
pc	Eraser, plastic/rubber	82	
pc	Sign pen, blue, liquid or gel	340	
pc	Sign pen, red, liquid or gel	94	
pack	Wrapping paper, kraft, 50 sheets per pack	12	
pack	Battery, dry cell, size AA, four (4) pieces per blister pack	37	
pack	Battery, dry cell, size AAA, four (4) pieces per blister pack	71	
bottle	Ink, for stamp pad, 50ml	41	
box	Staple wire, heavy duty (binder type), 23/13	21	
bundle	Ring binder, plastic, 32mm, 10 pieces per bundle	5	
pc	Stamp pad, felt	31	
pair	Scissors, symmetrical or asymmetrical	70	
unit	Stapler, heavy duty (binder type), desktop	10	
pc	Stapler remover, plier type	52	
pc	Tape dispenser, table top	49	
pad	Note pad, stick on, 2"x3", 100 sheets per pad	64	
pad	Note pad, stick on, 3"x4", 100 sheets per pad	55	
pad	Note pad, stick on, 3"x3", 100 sheets per pad	53	
ream	Paper, multipurpose, A4, 500 sheets per ream	189	
pad	Pad paper, ruled	11	
box	Paper, parchment, 100 sheets per box	52	
book	Record book, 500 pages	58	
roll	Tape, masking, 24mm	85	
roll	Tape, masking, 48mm	92	



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roll	Tape, packaging, 48mm	94	
roll	Tape, transparent, 24mm	161	
roll	Tape, transparent, 48mm	108	
pc	Ruler, plastic, 450mm	42	
unit	Calculator, compact	28	
box	Clip, backfold, 19mm	79	
box	Clip, backfold, 25mm	80	
box	Clip, backfold, 32mm	75	
box	Clip, backfold, 50mm	60	
pc	Correction tape, 8 meters	174	
pc	Data file box	103	
pc	Data folder, Blue, A4 & legal documents	535	
box	Envelope, documentary, A4, 500 pieces per box	10	
box	Envelope, documentary, legal, 500 pieces per box	16	
box	Envelope, expanding kraft, 100 pieces per box	11	
pc	Envelope, expanding, plastic	71	
box	Envelope, mailing, 500 pieces per box	10	
pc	Eraser, felt, for blackboard/whiteboard	5	
pc	File organizer, expanding, plastic, legal	21	
set	File tab/Index divider, bristol board, A4	68	
set	File tab/Index divider, bristol board, Legal	54	
bundle	Folder, fancy w/ slide, A4, 50 pieces per bundle	7	
bundle	Folder, fancy w/ slide, legal, 50 pieces per bundle	6	
pack	Folder, L-type, legal, 50 pieces per bundle	7	
box	Folder, pressboard, 100 pieces per box	1	
pack	Folder w/ tab, A4, 100 pieces per pack	12	
pack	Folder w/ tab, legal, 100 pieces per pack	19	
box	Index tab, self-adhesive, transparent, 5 sets per box	67	
set	Marker, flourescent, 3 colors per set	32	
pc	Marker, whiteboard, black	49	
pc	Marker, whiteboard, blue	35	
pc	Marker, whiteboard, red	23	



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box	Paper clip, vinyl/plastic coated, 33mm	133	
box	Paper clip, vinyl/plastic coated, jumbo, 50mm	110	
box	Pencil, lead/graphite, w/ eraser, one dozen per box	44	
pc	Puncher, paper, heavy duty	31	
pc	Dating and Stamping machine	20	
	Delivery Period: 15 working days upon receipt of Purchase Order		



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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 Supplies (CSE) not Available at PS-DBM (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Five Hundred Twenty Thousand Five Hundred Forty Seven Pesos (PHP 520,547.00)	<p>In Words:</p> <hr/> <p>In Figures:</p> <hr/> <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

