



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

**REQUEST FOR QUOTATION**

Date: September 06, 2023  
RFQ No.: 79-2023-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 CSE of Sentro ng Karunungan Library not Available to PS-DBM (LINE 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 September 15, 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
<b>Copy of 2023 Mayor's or Business Permit</b>	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 <b>before award of contract.</b>
<b>Notarized Omnibus Sworn Statement</b> <b><u>(GPPB-Prescribed Form)</u></b>	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.

For any clarification, you may contact us at telephone no. **(02) 5310-5029 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.
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:

<b>Supply and delivery of CSE of Sentro ng Karunungan Library not Available to PS-DBM (LINE Bidding)</b>			
<b>Unit</b>	<b>Minimum Technical Specifications</b>	<b>Qty.</b>	<b>Statement of Compliance (Comply or Not Comply and please SPECIFY the BRAND and model number you are offering)</b>
Bottle	Ink, for stamp pad <ul style="list-style-type: none"><li>• Color: Blue</li></ul>	3	
Pad	Notepad <ul style="list-style-type: none"><li>• Stick on,</li><li>• 50mm x 76mm (2" x 3") min</li></ul>	2	
Pad	Notepad <ul style="list-style-type: none"><li>• Stick on,</li><li>• 76mm x 100mm (3" x 4") min</li></ul>	2	
Pack	Toilet Tissue Paper <ul style="list-style-type: none"><li>• 2-ply</li></ul>	3	
Roll	Tape <ul style="list-style-type: none"><li>• Transparent</li><li>• 48mm</li></ul>	10	
Roll	Tape <ul style="list-style-type: none"><li>• transparent</li><li>• 24mm</li></ul>	10	
Bundle	Rags <ul style="list-style-type: none"><li>• all cotton</li></ul>	5	
Pack	Trash bag <ul style="list-style-type: none"><li>• GPP specs</li><li>• Black</li><li>• 940mmx1016mm</li></ul>	5	
Piece	External hard drive <ul style="list-style-type: none"><li>• 1tb</li></ul>	1	
Piece	Correction tape <ul style="list-style-type: none"><li>• 8m</li></ul>	2	
Piece	Marker <ul style="list-style-type: none"><li>• permanent</li><li>• black</li><li>• bullet type</li></ul>	2	
Piece	Stapler <ul style="list-style-type: none"><li>• standard type</li></ul>	2	



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Piece	Fire extinguisher <ul style="list-style-type: none"><li>• dry chemical</li></ul>	5	
	Monobloc chair <ul style="list-style-type: none"><li>• white</li></ul>	50	
Unit	Monobloc table <ul style="list-style-type: none"><li>• white</li></ul>	6	
Piece	Sign pen <ul style="list-style-type: none"><li>• blue</li><li>• felt tip</li></ul>	3	
Piece	Sign pen <ul style="list-style-type: none"><li>• red</li><li>• felt tip</li></ul>	3	
Roll	Double adhesive tape <ul style="list-style-type: none"><li>• 1" x 10m non-foam</li></ul>	5	
Unit	Book truck <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>	1	
Piece	Rubber matting <ul style="list-style-type: none"><li>• assorted colors</li><li>• size: 24" x 24"</li><li>• Material Rubber</li></ul>	30	
Unit	Multifunction printer <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 size 10 x 15 cm (4" x 6"), 13 x 18 cm (5" x 7"), 20 x 25 (8" x 10"), Letter (21.6 x 27.9 cm) Legal (21.6 x 35.6cm), 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 Documents Feeder: Yes</li></ul>	1	
Piece	Tubular Light Bulb <ul style="list-style-type: none"><li>• T8</li><li>• 9watts</li></ul>	20	
<b>Delivery schedule: 15 working days upon receipt of purchase order.</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.

<b>Supply and delivery of CSE of Sentro ng Karunungan Library not Available to PS-DBM (LINE Bidding)</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Sixty Four Thousand Nine Hundred Three Pesos and Fifty Four Centavos.</b> (Php 64,903.54)	
<b>Ink, for stamp pad</b> • <b>Color: Blue</b> Ninety Four Pesos and Fifty six Centavos (94.56)	<b>In Words:</b>
	<b>In Figures:</b>
<b>Notepad</b> • <b>Stick on,</b> • <b>50mm x 76mm (2" x 3") min</b> Seventy four Pesos and Twelve Centavos (74.12)	<b>In Words:</b>
	<b>In Figures:</b>





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<p style="text-align: center;"><b>Notepad</b></p> <ul style="list-style-type: none"> <li>• Stick on,</li> <li>• 76mm x 100mm (3"x 4") min</li> </ul> <p style="text-align: center;">One Hundred Eighteen Pesos and Fifty Six Centavos (118.56)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Toilet Tissue Paper</b></p> <ul style="list-style-type: none"> <li>• 2-ply</li> </ul> <p style="text-align: center;">Two Hundred Sixty Pesos and Fifty Two Centavos (260.52)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Tape</b></p> <ul style="list-style-type: none"> <li>• Transparent</li> <li>• 24mm</li> </ul> <p style="text-align: center;">One Hundred Pesos and Ninety Centavos (100.90)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Tape</b></p> <ul style="list-style-type: none"> <li>• transparent</li> <li>• 48mm</li> </ul> <p style="text-align: center;">One hundred Ninety Nine Pesos and Seventy Centavos</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>





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<p style="text-align: center;"><b>Rags</b></p> <ul style="list-style-type: none"> <li>• all cotton</li> </ul> <p style="text-align: center;">Two Hundred Sixty Nine Pesos and Ten Centavos (269.10)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Trashbag</b></p> <ul style="list-style-type: none"> <li>• GPP specs</li> <li>• Black</li> <li>• 940mmx1016mm</li> </ul> <p style="text-align: center;">Six Hundred Seventy Three Pesos. Forty Centavos (673.40)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>External hard drive</b></p> <ul style="list-style-type: none"> <li>• 1tb</li> </ul> <p style="text-align: center;">Two Thousand Five Hundred Ninety Eight Pesos and Eighty four Centavos (2,598.84)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Correction tape</b></p> <ul style="list-style-type: none"> <li>• 8m</li> </ul> <p style="text-align: center;">Twenty Three Pesos and Thirty Six Centavos (23.36)</p>	<p style="text-align: right;"><b>In Words:</b></p> <hr/> <p style="text-align: right;"><b>In Figures:</b></p> <hr/> <hr/>



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<p style="text-align: center;"><b>Stapler</b>  <ul style="list-style-type: none"><li>• <b>Standard Type</b></li></ul> Two Hundred Eighty Pesos and Eighty Centavos  <b>(280.80)</b></p>	<p style="text-align: center;"><b>In Words:</b></p> <hr/> <p style="text-align: center;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Fire Extinguisher</b>  <ul style="list-style-type: none"><li>• <b>Dry chemical</b></li></ul> Five Thousand Seven Hundred Twenty  <b>(5,720.00)</b></p>	<p style="text-align: center;"><b>In Words:</b></p> <hr/> <p style="text-align: center;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Monoblock chair</b>  <ul style="list-style-type: none"><li>• <b>white</b></li></ul> Fifteen Thousand Eighty Pesos  <b>(15,080.00)</b></p>	<p style="text-align: center;"><b>In Words:</b></p> <hr/> <p style="text-align: center;"><b>In Figures:</b></p> <hr/> <hr/>
<p style="text-align: center;"><b>Monoblock table</b>  <ul style="list-style-type: none"><li>• <b>white</b></li></ul> Seven Thousand Four Hundred Thirteen Pesos and Twelve Centavos  <b>(7,413.12)</b></p>	<p style="text-align: center;"><b>In Words:</b></p> <hr/> <p style="text-align: center;"><b>In Figures:</b></p> <hr/> <hr/>







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<p align="center"><b>Sign Pen</b></p> <ul style="list-style-type: none"> <li>• Blue</li> <li>• Felt Tip</li> </ul> <p align="center"><b>Sixty Pesos and Seventy Eight Centavos (60.78)</b></p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>
<p align="center"><b>Sign Pen</b></p> <ul style="list-style-type: none"> <li>• Red</li> <li>• Felt Tip</li> </ul> <p align="center"><b>Sixty Pesos and Seventy Eight Centavos (60.78)</b></p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>
<p align="center"><b>Double Adhesive tape</b></p> <ul style="list-style-type: none"> <li>• 1" x 10m Non-foam</li> </ul> <p align="center"><b>Three Hundred Seventy Five Pesos (375.00)</b></p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>
<p align="center"><b>Book Truck</b></p> <ul style="list-style-type: none"> <li>• 75cm</li> <li>• sloped shelves</li> <li>• 3 layers</li> <li>• with rotating wheels</li> </ul> <p align="center"><b>Three Thousand Pesos (3000.00)</b></p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>





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<p align="center"><b>Rubber Matting</b></p> <ul style="list-style-type: none"> <li>• Assorted Colors</li> <li>• Size: 24" x 24"</li> <li>• Material: Rubber</li> </ul> <p align="center">Seven Thousand Five Hundred Pesos (7,500.00)</p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>
<p align="center"><b>Multifunction Printer</b></p> <ul style="list-style-type: none"> <li>• Paper Size Letter (21.6 x 35.6 cm), A4,B5,A5,A6 <ul style="list-style-type: none"> <li>• Ink Type: Continuous ink</li> <li>• Ink palette: CMYK</li> </ul> </li> <li>• Paper size 10 x 15 cm (4" x 6"), 13 x 18 cm (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> <p align="center">Fifteen Thousand Pesos (15,000.00)</p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>
<p align="center"><b>Tubular Light Bulb</b></p> <ul style="list-style-type: none"> <li>• t8</li> <li>• 9watts</li> </ul> <p align="center">Six Thousand Pesos (6,000.00)</p>	<p><b>In Words:</b></p> <hr/> <p><b>In Figures:</b></p> <hr/> <hr/>

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

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

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

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

