



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

REQUEST FOR QUOTATION

Date: April 24, 2024

RFQ No.: 22-2024-A

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Supply and Delivery of Construction Materials (LOT Bidding - 2 Lots)** 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 May 03, 2024 at 4:00 PM.**

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

Document	Remarks
PhilGEPS Registration	A copy of Platinum Certificate or Red Membership.
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted before award of contract.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.
Latest Income/Business Tax Return	Manually filed tax returns or filed through EFPS

For any clarification, you may contact us at telephone no. (02) 5314-2100 local 406 / 412 or email address at 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.
- (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 complete 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



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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 Construction Materials (LOT Bidding - 2 Lots)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (include brand/model if needed)
LOT 1. Construction Supplies			
pc	Drill bit metal # 1/8 heavy duty	100	
pc	Drill bit metal # 3/16 heavy duty	50	
pc	Drill bit metal # 1/4 heavy duty	50	
pc	Drill bit metal # 5/16 heavy duty	50	
pc	Drill bit metal # 3/8 heavy duty	50	
pc	Drill bit metal # 1/2 heavy duty	10	
pc	Drill bit concrete # 1/8 heavy duty	100	
pc	Drill bit concrete # 3/16 heavy duty	30	
pc	Drill bit concrete # 1/4 heavy duty	30	
pc	Drill bit concrete # 5/16 heavy duty	30	
pc	Drill bit concrete # 3/8 heavy duty	30	
pc	Drill bit concrete # 1/2 heavy duty	10	
pc	SDS drill bit # 5	20	
pc	SDS drill bit # 6	20	
pc	SDS drill bit # 8	20	
pc	SDS drill bit # 10	20	
pc	SDS drill bit # 12	20	
pc	SDS drill bit # 16	20	
pc	SDS drill bit # 18	20	
pc	SDS pointed 12" long	10	
pc	Aviation snips straight	2	
pc	Aviation snips right	2	
pc	Aviation snips offset	2	
pc	Hacksaw blade	50	
pair	Gloves w/rubber	40	
pc	Door knob heavy duty (ball type)	10	
pc	Marine plywood 3/4 local	20	



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pc	Marine plywood 1/2 local	20	
pc	Marine plywood 1/4 local	20	
qrts	Wood glue	6	
tin	Flat wall latex white	15	
tin	Latex white semi gloss	10	
tin	Flat wall enamel	4	
qrts	Acry color row sienna	10	
qrts	Acry color hansa yellow	10	
qrts	Acry color lamp black	10	
qrts	Acry color tulodine red	10	
qrts	Acry color thalo blue	10	
qrts	Ting- Ting color row sienna	10	
qrts	Ting- Ting color lamp black	10	
qrts	Ting- Ting color lemon yellow	10	
qrts	Ting- Ting color Venetian red	10	
qrts	Ting-Ting color amber Lacquer thinner	5	
tin	Lacquer thinner	20	
tin	Paint thinner	5	
gal	Dead flat varnish	30	
gal	Sanding sealer varnish	40	
gal	Clear gloss lacquer varnish	30	
gal	Lacquer primer white	20	
gal	Lacquer white	30	
gal	Lacquer Flo	20	
gal	Fully tuft w/hardener	10	
gal	Lacquer putty	5	
gal	Fula tite	2	
pc	Sanding paper heavy duty # 36	10	
pc	Sanding paper heavy duty # 80	10	
pc	Sanding paper heavy duty # 100	10	
pc	Sanding paper heavy duty # 120	50	
pc	Sanding paper heavy duty # 150	50	
pc	Sanding paper heavy duty # 180	50	



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pc	Sanding paper heavy duty # 220	50	
pc	Sanding paper heavy duty # 240	50	
pc	Paint brush # 1	20	
pc	Paint brush # 2	20	
pc	Paint brush # 3	20	
pc	Paint brush # 4	20	
pc	Roller brush # 7	20	
pc	Baby roller brush tela	30	
kilo	Basahan round	20	
pc	2x4x10ft.K/D	10	
pc	2x3x10ft.K/D	20	
pc	2x2x10ft.K/D	30	
pc	1½x2x10ft.K/D	30	
pc	1/2x2x10ft.K/D	20	
kilo	Finishing nail # 1	2	
kilo	Finishing nail # 1/2	5	
kilo	Finishing nail # 2	5	
kilo	Finishing nail # 3	5	
kilo	Common nail # 1	2	
kilo	Common nail # 2	5	
kilo	Common nail # 3	5	
kilo	Common nail # 4	5	
kilo	Concrete nail # 1	1	
kilo	Concrete nail # 1 1/2	3	
kilo	Concrete nail # 2	3	
kilo	Concrete nail # 3	3	
pc	Cutting disc #4 thin H/D	50	
pc	Cutting disc # 7	15	
pc	Chock stone	30	
set	Hole saw wood 13pcs heavy duty	1	
pair	Door hinges 3x3 stainless	10	
pair	Door hinges 4x4 stainless	10	
pc	5"inch nylon swivel caster	16	
pc	3"inch nylon swivel caster	16	



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pc	6"inch C-clamp locking plier	2	
pc	Didet hose w/handle	50	
pc	Flexible hose ½x½ heavy duty	40	
pc	Center faucet goose type heavy duty	10	
pc	Solvent pvc pipe 400cc	10	
pc	Black screw wood # ¾	1000	
pc	Black screw wood #1	1000	
pc	Black screw wood # 1 1/2	1000	
pc	Black screw wood #2	1000	
pc	Tex screw bit heavy duty	50	
pc	Screw bit heavy duty	100	
gal	Ruby cement	5	
set	EY2650H25H telescopic pole pruner	1	
box	Blind rivet ⅛ x ½	10	
box	Blind rivet ⅛ x ¾	10	
LOT 2. Construction Tools			
pieces	ITEM: Stair climber foldable trolley cart with lid and 3 wheels, carrying weight capacity 77 lbs.	5	
	Specification Description		
	• With a pair of rear oversized wheels that make rolling over curbs, stairs, and obstacles so much easier		
	• Trolley can move across almost any surface		
	• With a lid to cover the trolley crate when in use or when used in storing items		
	• Folds flat to jus 2.75 inches for portability and storage		
	• Folded Dimension: 19.68 in x 2.75 in		
	• Open cart dimension: 14.17 in x 19.68 in x 15.75 in		
	• Volume capacity: 65 L		
	• Carrying weight capacity: 77 lbs.		
set	ITEM: 9 pcs SDS plus hammer drill bits set	1	
	• 5 x 110 mm, 6 x 110 mm, 8 x 110 mm, 8 x 160mm, 10 x 160mm, 12 x 160mm, 14 x 160mm, 16 x 160mm		
set	ITEM: Scaffolding H-Frame	2	
	Specification Description		
	• Scaffolding for masonry, maintenance and shoring		



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	<ul style="list-style-type: none"> • Fast erection and dismantling 		
	<ul style="list-style-type: none"> • High-strength steel tubing 		
	<ul style="list-style-type: none"> • Safe, efficient and dependable 		
pieces	ITEM: Ladder extension fiberglass 20ft. ORG	1	
	Specification Description		
	<ul style="list-style-type: none"> • Fiberglass body 		
	<ul style="list-style-type: none"> • Capacity: 300 lbs. 		
	<ul style="list-style-type: none"> • Color: Orange 		
	<ul style="list-style-type: none"> • Height: 20 ft. 		
	<ul style="list-style-type: none"> • Packaging Dimension (LxWxH): 123.5 x 18.0 x 6.0 cm 		
	<ul style="list-style-type: none"> • Weight: 22 kgs. 		
Delivery schedule: 7 working days upon receipt of PO			

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: _____



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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 Construction Materials (LOT Bidding - 2 Lots)	
Approved Budget for the Contract TOTAL ABC: Nine Hundred Five Thousand Eight Hundred Ninety Pesos (Php 905,890.00)	Total Offered Quotation
LOT 1. Construction Materials Eight Hundred Fifty-Five Thousand Two Hundred Ninety Pesos (Php 855,290.00)	In Words:
	In Figures:
LOT 2. Construction Tools Three Hundred Thousand Pesos (50,600.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

