



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

**REQUEST FOR QUOTATION**

Date: May 14, 2024

RFQ No.: 35-2024-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 Foreign Print Books (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 May 23, 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
<b>PhilGEPS Registration</b>	A copy of Platinum Certificate or Red Membership.
<b>Copy of 2024 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 2024 Mayor's or Business Permit shall be required to be submitted <b>before award of contract.</b>
<b>Notarized Omnibus Sworn Statement (<a href="#">GPPB-Prescribed Form</a>)</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 / 412 or email address at [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph).

(Digitally Sgd.)  
**MAUREEN C. TERRENAL**  
 Head, BAC Secretariat





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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 Foreign Print Books (LOT Bidding)</b>			
<b>Unit</b>	<b>Minimum Technical Specifications</b>	<b>Qty.</b>	<b>Statement of Compliance</b>
vol	Adaptive Resilience how to Thrive in the Digital Era 0 Santacaterina 2024 HB 9781119898184	1	
vol	American Architecture A-Z 0 3G Editorial Board 2024 PB 9781984685834	1	
vol	Basic Knowledge of Housekeeping 0 3G Editorial Board 2024 PB 9781984685506	1	
vol	Basic Knowledge of Digital Marketing 0 3G Editorial Board 2024 0 9781984685605	1	
vol	Basic Knowledge of Hotel Management 0 3G Editorial Board 2024 PB 9781984685469	1	
vol	Basic Knowledge of Room Service 0 3G Editorial Board 2024 PB 9781984685483	1	
vol	Basics of Cloud Computing 0 3G Editorial Board 2024 PB 9781984685773	1	
vol	Beginning Power BI for Business Users Learning Turn Data Into Insight 0 Fuller 2024 PB 9781394190294	1	
vol	Boundless a New Mindset for Unlimited Business Success 0 King 2024 HB 9781394171798	1	
vol	British Architecture A-Z 0 3G Editorial Board 2024 PB 9781984685841	1	
vol	Business Communication 0 Lagare 2024 PB 9781774697306	1	
vol	Coach yourself! Increase Awareness, Change Behaviour, and Thrive 0 Bowring 2024 HB 9781119931454	1	
vol	Creative Writing for Dummies 2nd Edition Hamand 2023 PB 9781394196661	1	
vol	Creativity seven Keys to Unlock your Creative Self 0 Gauntlett 2023 PB 9781509554119	1	
vol	Crisis Talk:Negotiating with Individuals in Crisis By Rein Ove Sikveland, PB 0 0 2022 PB 9780367375294	1	
vol	Cultural of Thinking in Action 10 Mindsets to Transform out Teaching and Strudent's Learning 0	1	

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	Ritchhart 2023 PB 9781119901068		
vol	Data Smart Using Data Science to Transform Information into Insight 2nd Edition Goldmeier 2024 PB 9781119931386	1	
vol	Decision Making 0 Khandelwal 2024 PB 9781774697443	1	
vol	Doing Criticism: Across Literary And Screen Arts 0 CHANDLER 2022 PB 9781405177795	1	
vol	Doing Field Projects: Methods And Practice For Social And Anthropological Research 0 FORREST 2022 PB 9781119734611	1	
vol	Drawing for Dummies 3rd Edition Platt 2023 PB 9781394199198	1	
vol	Education of Gifted and Talented 0 3G E-Learning 2023 PB 9781984679215	1	
vol	Education of Persons with Learning Difficulties 0 3G E-Learning 2023 PB 9781984679208	1	
vol	Education Systems Around the World 0 3G E-Learning 2023 PB 9781984679093	1	
vol	Essential Of Contemporary Management 10th Edition Jones 2024 PB 9781266272110	1	
vol	Essentials of Supply Chain Management 0 Gabriel Afemei 2024 0 9781774697054	1	
vol	Finding the Inner Safety The key to Healing, Thriving and Overcoming Burnout 0 Ramlakhan 2022 PB 9780857089236	1	
vol	Fundamental Aspects Learners with Special Needs 0 3G E-Learning 2023 PB 9781984679185	1	
vol	Fundamentals of Investments: Valuation And Management 10 JORDAN 2024 PB 9781266264139	1	
vol	Fundamentals of Logistics Management 0 Gabriel Afemei 2024 0 9781774697221	1	
vol	Gender and Society 0 Anjum 2023 HB 9789357510264	1	
vol	Grammar: 1001 Practice Questions For Dummies, 2Nd Edition (+ Free Online Practice) 0 WOODS 2022 PB 9781119883746	1	
vol	Human Resource Management 11th Edition Stone 2024 PB 9781394183593	1	
vol	Integrated Library Management 0 Singh 2023 HB 9788196077693	1	
vol	Integrated Principles of Zoology 19 HICKMAN	1	

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	2024 0 97812650768251		
vol	International Power The 6 Essential Leadership Skills for Triple Bootom Line Impact 0 Stromberg 2024 HB 9781394193509	1	
vol	Introduction to archival science 0 Society Publishing 2023 HB 9781774694893	1	
vol	Introductory Chemistry: An Atoms First Approach 3rd edition Burdge 2024 PB 9781266137075	1	
vol	Investigating Oceanography 4th Edition SVERDRUP 2024 PB 9781266170829	1	
vol	Library and Information Science: Focus on Finding Information and Aiding Resources 0 Singh 2023 HB 9788196077600	1	
vol	Library Reference Services and Documentation 0 Singh 2023 HB 9789395431798L	1	
vol	Library Reference Services and Information Gathering 0 Sharma 2023 HB 9788196077662	1	
vol	Library Serials Management 0 Sharma 2022 HB 9789390780181	1	
vol	Matching Supply Demand: Intro OPER MGMT 5 CACHON 2024 PB 97812650596131	1	
vol	Operations and Supply Chain Management 17th Edition Jacobs 2024 0 9781266271007	1	
vol	Personal Finance for Dummies 10th Edition Tyson 2024 PB 9781394207541	1	
vol	Planning for Community 0 Heywood 2024 PB 9781394175710	1	
vol	Preservation and Conservation in Library Science 0 Sinha 2023 HB 9789386559722	1	
vol	Principles of Marketing 0 Policarpio 2024 PB 9781774697122	1	
vol	Principles of Toxicology 0 Mahmood 2024 PB 9781774697771	1	
vol	Project Management 0 Sharma 2024 PB 9781774697566	1	
vol	Qualitative Research In Nursing and Health Care 5th Edition Holloway 2024 PB 9781119630609	1	
vol	Real Estate Principles: A value Approach 7th Edition LING 2024 PB 9781266284960	1	
vol	Statistics for Enginners and Scientist 6th Edition Navidi 2024 PB 9781266115837	1	
vol	Strategic Planning and Policy 0 Afemei 2024 PB	1	

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	9781774697245		
vol	The scope of academic librarianship: An essential facet of higher education 0 Society Publishing 2023 HB 9781774694916	1	
vol	Theory and Explanation in Geography 0 Yeung 2024 PB 9781119845508	1	
vol	Williams Nutrition For Health Fitness And Sport 13th Edition Rawson 2024 PB 9781266132148	1	
	<b>Delivery schedule:</b> Within 30 working days from the 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 Foreign Print Books (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<b>Three Hundred Ninety Thousand Pesos</b> <b>(Php 390,000.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>

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

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

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

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

