



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

REQUEST FOR QUOTATION

Date: August 08, 2024
 RFQ No.: 58-2024-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 Various Item for the NLP Children's Library (LINE ITEM 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 August 16, 2024 at 4:00 PM** addressed to:

MS. MARICEL M. UREÑA
 Chairperson, Bids and Awards Committee
 NLP Building, T.M. Kalaw St., Ermita, Manila

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 the EFPS

For any clarification, you may contact us at telephone no. **(02) 5314-2100 local 114 / 406 / 412** or email address at bac@nlp.gov.ph.

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





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

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 deemed to form part of the contract.

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 5314 2100 loc 114 / 406 /412
web.nlp.gov.ph | bsd@nlp.gov.ph





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

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 Various Item for the NLP Children's Library (LINE ITEM Bidding)			
	Minimum Technical Specifications	Qty.	Statement of Compliance
1	Steam Iron, Handheld Steam Iron Portable Garment Steamer Travel Steam travel steam iron home wrinkle iron	2 pcs	
2	Waterproof rubber mat 300x400cm	4 pcs	
3	Giant bean bag, 1219 diameter x 650mmH, cover, 100% polyester, filling, ground foam	25 pcs	
4	Playpen for baby big baby playpen with balls stainless steel frame with protector indoor play fence, 180x200m	30 pcs	
5	Finger puppet, mixed colors fabric: 100% polyester filling: 100% polyester – hollow fiber package contains 10 pieces	3 pcs	
6	Easel, softwood wooden part(s): solid pine, clear acrylic lacquer Board part: acrylic paint, fiberboard side bar: ABS plastic tray: polypropylene straps: 100% polypropylene eyelet: stainless steel, Galvanized height: 112 cm (44") width: 48 cm (19") length: 66 cm (26")	5 pcs	
7	Container box, 25 liters container box 25 liter storage box container for home improvement multi-colored available actual size 48x34x22cm	10 pcs	
8	Cabinet for mascots, L100*W80*H250cm	3 pcs	
9	Cabinet for puppets, L60*W42*H179 cm	3 pcs	
10	Storage box for table with sink color: yellow polypropylene material length: 42 cm (16 ½ ") width: 30 cm (11 ¾ ") height: 10 cm (4")	8 pcs	
11	INDOOR LIGHTING UV C Portable Sterilizer Lamp Power: 36W Voltage: 220-240V 60Hz UVC Wavelength: 253.7nm Area Coverage: up to 40sqm Light Frame Size: 190mm x 190mm x 420mm Light Frame Material: Iron with High Grade Frosted Surface	5 pcs	

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 5314 2100 loc 114 / 406 /412
web.nlp.gov.ph | bsd@nlp.gov.ph





Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES

Bids and Awards Committee

	Remote Control Timer: 15/30/60mins Remote Control Range: 30m Lamp Type: 36W UVC Lamp Lamp Burning Hours: 8000 HRS. Replaceable Lamp: Yes Ozone Feature: Yes Warranty: 6 months		
12	Hydraulic hands pallet truck	1 pc	
13	Air Purifier Equipped with 5-stage filtration process including HEPA 11 filter and UVC light. Rated Power: 50W Voltage: AC 220-240V/ 60Hz Lamp Type: 3W 10V E14 UVC Lamp UVC Wavelength: 253.7nm Lamp Burning Hours: 8000 HRS. Area Coverage: 37Sqm Filter: H11 HEPA Filter Filter Life: 5000 Hrs. Noise: < 62dB(A) CADR: 310m ³ /hr Formaldehyde CADR: 170m ³ /h Negative IONS: 10 million pcs/cm ³ Motor: 1300 RPM Dimension: Ø 320mm x 320mm x 603mm Net Weight: 6.6kg Gross Weight: 8.2kg Material: ABS Replaceable Lamp: Yes Replaceable Filter: Yes Ozone Feature: No Wind Speed: 3 Speeds + Automatic + Sleep Warranty: 1 Year	5 pcs	
14	Storage box	20 pcs	
Delivery schedule: 30 calendar days upon receipt of purchase order			



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

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: _____
 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 Various Item for the NLP Children's Library (LINE ITEM Bidding)	
Approved Budget for the Contract (Six Hundred Eighty Two Thousand Four Hundred Pesos – Php 682,400.00)	Total Offered Quotation
1. Five Thousand Pesos (Php 5,000)	In Words: _____
	In Figures: _____
2. Eight Thousand Pesos (Php 8,000.00)	In Words: _____
	In Figures: _____
3. One Hundred Twenty Five Thousand Pesos (Php 125,000.00)	In Words: _____
	In Figures: _____
4. One Hundred Fifty Thousand Pesos (Php 150,000.00)	In Words: _____
	In Figures: _____
5. One Thousand Five Hundred Pesos (Php 1,500.00)	In Words: _____
	In Figures: _____





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

6. Eleven Thousand Five Hundred Pesos (Php 11,500.00)	In Words: _____ In Figures: _____
7. Ten Thousand Pesos (Php 10,000.00)	In Words: _____ In Figures: _____
8. One Hundred Five Thousand Pesos (Php 105,000.00)	In Words: _____ In Figures: _____
9. Seventy Five Thousand Pesos (Php 75,000.00)	In Words: _____ In Figures: _____
10. Two Thousand Four Hundred Pesos (Php 2,400.00)	In Words: _____ In Figures: _____
11. Twenty Five Thousand Pesos (Php 25,000.00)	In Words: _____ In Figures: _____
12. Twenty Five Thousand Pesos (Php 25,000.00)	In Words: _____ In Figures: _____
13. One Hundred Twenty Five Thousand Pesos (Php 125,000.00)	In Words: _____ In Figures: _____
14. Fourteen Thousand Pesos (Php 14,000.00)	In Words: _____ In Figures: _____



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

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es