



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

REQUEST FOR QUOTATION

Date: November 15, 2024

RFQ No.: 99-2024-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 **Repair and Conversion of the Library Vehicle into a Roving Library and Procurement of Additional Furniture (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 November 18, 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 EFPS

For any clarification, you may contact us at telephone no. (02) 5314-2100 local 0114 / 406 / 412 or email address at bac@nlp.gov.ph.

(Digitally Sgd.)

MAUREEN C. TERRENAL



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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:

Repair and Conversion of the Library Vehicle into a Roving Library and Procurement of Additional Furniture (LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance
	Scope of work:		
	ENGINE TOP OVERHAULING (with Labor)		
pc.	Cylinder head gasket	1	
pc.	Valve seal	1	
pc.	Engine valve tool kit	1	
pc.	Valve cover gasket	1	
pc.	Crankshaft Oil seal	1	
pc.	Camshaft oil seal	1	
pc.	Timing belt big	1	
pc.	timing belt small	1	
pcs.	Alternator belt	2	
lit.	Power steering oil	2	
pcs.	Radiator reservoir	1	
pcs.	Shaft off valve	1	
	ELECTRICAL WORK (with Labor)		
set.	Starter Assembly	1	
set.	Alternator assembly	1	
set.	Horn	1	
pcs.	Headlight valve	2	
pcs.	Tail light valve	4	
	BODY REPAIR (with Labor)		
pcs.	Swing type door	3	
	BOOKSHELF AND LOCKER (with Labor)		
pcs.	1"x1" angular	15	
pcs.	ys221	5	
pcs.	single jamb	3	
pcs.	4"x7" clear glass	8	
box	blind rivet	1	
pcs.	fix roller	12	
pcs.	screen handle	12	
tube	sealant	4	
	UNDERCHASSIS WORK (with Labor)		
set.	replacement of power steering rack	1	
set.	rock end	1	
set.	Tie rod	1	
pcs.	suspension bushing	8	
pcs.	replacement of power steering rack	1	



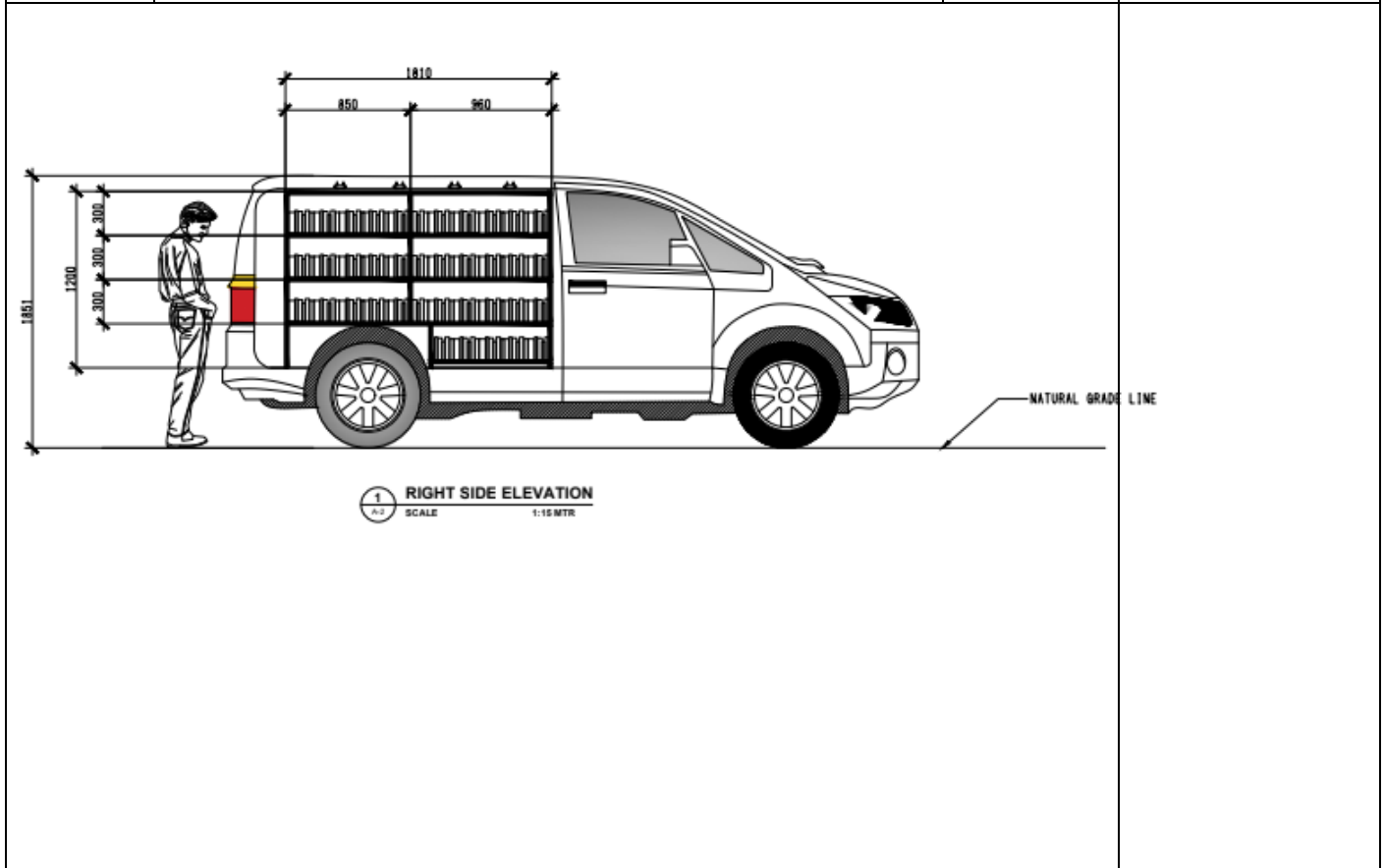
Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

pcs.	Ball joint	2	
set.	Brake pad	1	
set.	Brake shoe	1	
pc.	Secondary Master	1	
pc.	Primary Master	1	
pcs.	Secondary brake master	2	
pcs.	Primary brake Master	1	
set.	Clutch lining	1	
set.	Release bearing	1	
pc.	Pressure plate	1	
	MURAL PAINTING AND LETTERING (with Labor)		
cans	Spray paint surface primer	15	
pail	Flat wall enamel	1	
pail	Gloss enamel (white)	1	
gal	Yellow enamel	2	
gal	Blue enamel	2	
gal	Black enamel	2	
gal	Green enamel	2	
gal	Top coat clear enamel	3	
pcs	Lettering brush #10 mm	6	
pcs	Lettering brush #7 mm	6	
pcs	Lettering brush #5 mm	6	
pcs	Lettering brush #3 mm	6	
pcs	Lettering brush #1 mm	6	
pcs	Lettering brush #18 mm	6	
pcs	Lettering brush #16 mm	6	
pcs	Lettering brush #14 mm	6	
pcs	Masking Tape	20	
pcs	Roller Brush	6	
pcs	Roller Tray	6	
pcs	Compressor	1	
pcs	Pallete Steel	10	
pcs	Sand paper	20	
pcs	Spray gun	1	
	TRANSPORTATION		
	PAINT JOB (with Labor)		
gal.	Body filler	1	
gal.	Thinner anzahl	30	
gal.	Anzahl Body color	6	
gal.	Anzahl urethane automotive Primer Paint	6	
qt.	Top coat K92	10	
gal.	Epoxy Enamel black	3	
pcs.	Sand paper # 60	60	
pcs.	Sand paper # 120	60	



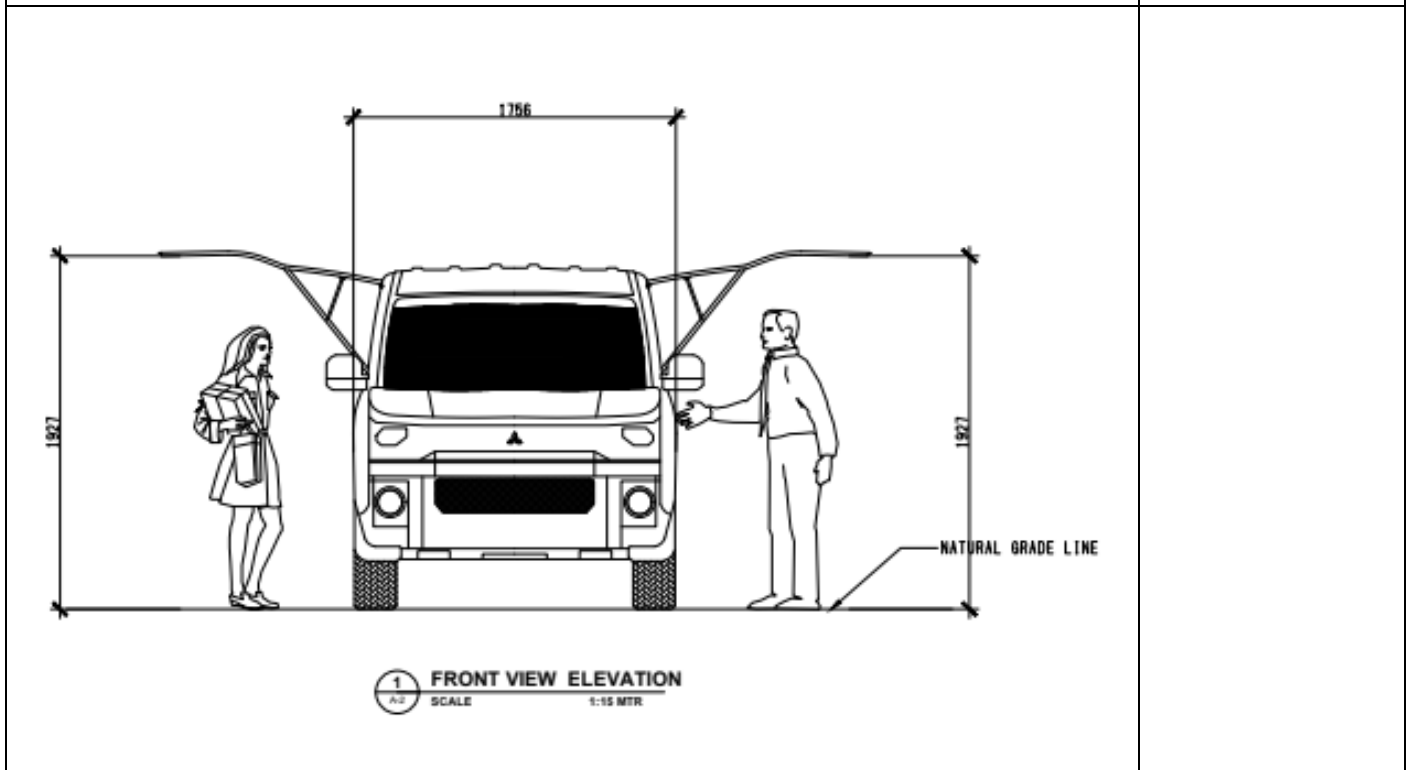
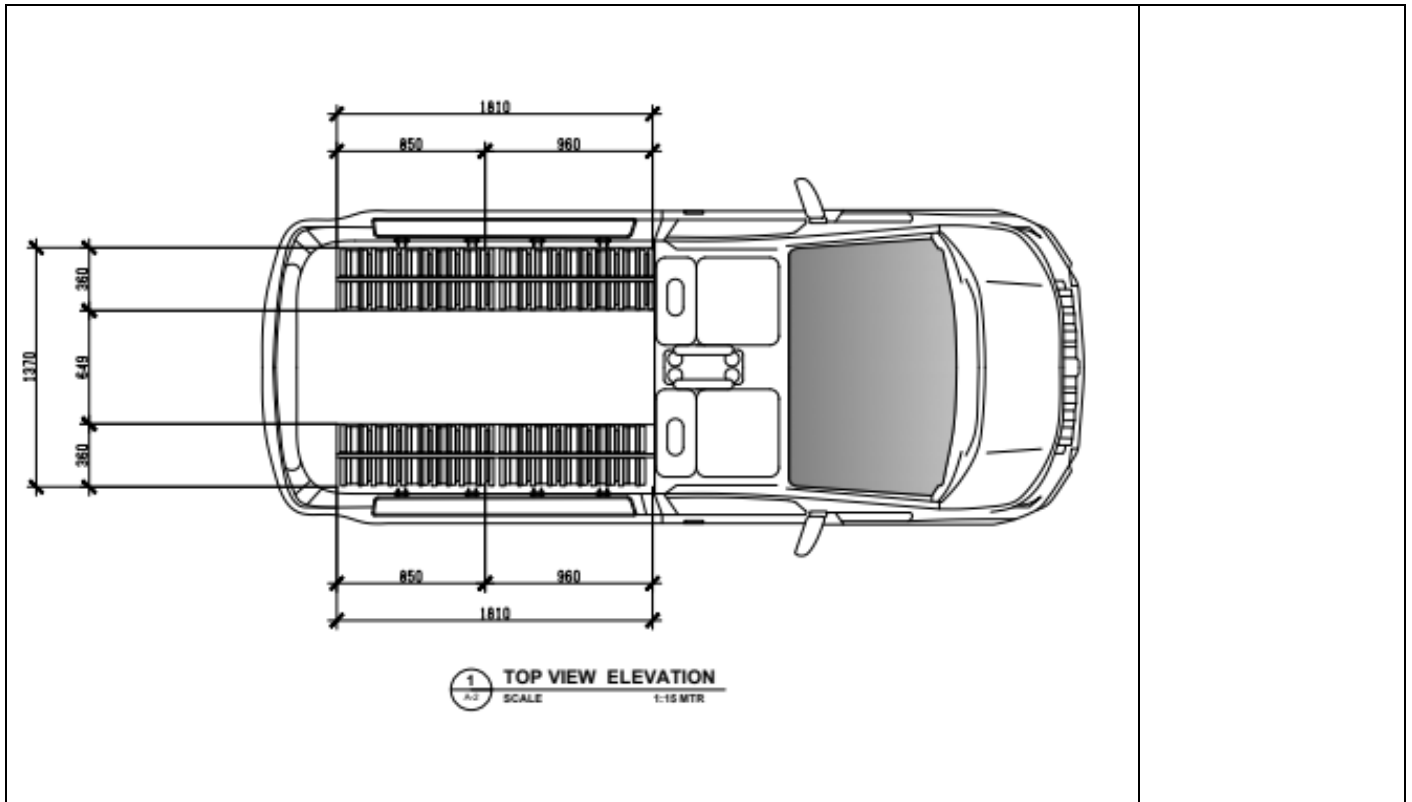
Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

pcs.	Sand paper # 240	60	
pcs.	Sand paper # 400	60	
pcs.	Sand paper # 1000	60	
pcs.	Sand paper # 1500	20	
pcs.	Masking tape	30	
qt.	Rubbing compound	2	
cls.	rugs	5	
cls.	News paper	5	
FURNITURE & EQUIPMENT			
pc	laptop computer	1	
pc	computer printer	1	
pc	collapsible tables	3	
pc	collapsible chairs	10	
pc	3-stair ladder	1	
pc	mobile internet (starlink)	1	
pc	collapsible book display	2	
APHOLSTERY (Material and Labor)			
ENGINE OVERHAULING (with Labor)			
lit.	change oilfully synthetic	4	
pc.	timing belt	1	
pc.	Engine overhauling kit	1	
Supplier should be located in Antique			





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Delivery schedule: Within 60 working days from the receipt of **Purchase Order (P.O)**



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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.

Repair and Conversion of the Library Vehicle into a Roving Library and Procurement of Additional Furniture (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Forty Three Thousand Eight Hundred Eighty Two Pesos (Php 943,882.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es