



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

REQUEST FOR QUOTATION

Date: April 18, 2023

RFQ No.: 29-2023-A

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 Construction Materials for Repainting of Ceiling of Office Areas and Installation of Wall Partition and Counter Top at the Ground Floor (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 April 26, 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
Copy of 2023 Mayor's or Business Permit	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 before award of contract.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	

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.

(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.



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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 for Repainting of Ceiling of Office Areas and Installation of Wall Partition and Counter Top at the Ground Floor (LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (Comply or Not Comply and please SPECIFY the BRAND and model number you are offering)
Gal	Versatex paint	300	
Bag	Skim coat	20	
Bag	Patching compound	10	
Gal	Epoxy reducer	10	
Pcs	Versatex roller brush #7	10	
roll	Masking tape #1	50	
Pcs	Cutting disk #4, thin for (stainless)	50	
Pcs	Hack saw blade	30	
Pcs	PVC Pipe #2 (orange)	5	
Pcs	PVC #1/2 (blue)	20	
Liter	PVC Cement	2	
Pcs	Plywood ¾ marine	5	
Pairs	Concealed hinges #3	10	
Pcs	Cabinet handle stainless	10	
Pcs	Concealed hinge bit H/D	2	
Pcs	Cutting Disc #4, super thin (for stainless)	50	
Pcs	Grinder Disc #4	25	
Pairs	Rubber gloves	60	
	Delivery schedule: 7 days upon 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 Construction Materials for Repainting of Ceiling of Office Areas and Installation of Wall Partition and Counter Top at the Ground Floor (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Two hundred Ninety Five Thousand Six hundred Thirty Pesos (PHP 295,630.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

