



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

REQUEST FOR QUOTATION

Date: April 19, 2023

RFQ No.: 32-2023-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 Office Equipment, Furniture and Fixtures for NLP (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 27, 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 Office Equipment, Furniture and Fixtures for NLP (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)
unit	Microwave Oven Capacity: 28 Liters Control: Electronic Cooking mode: 12 pre-set Weight: 14.5kg Dimension: L46.6 x W57 x H36.2 (cm) Defrost Function Metal Body Stainless Steel Cavity One Touch Options Safety Lock Turnable System Voltage: 230V-60Hz; 2450 Mhz Watts: 900w	1	
unit	Refrigerator Inverter Technology Two Door, Top Mount, Top Freezer Capacity: 8.7 cu. ft. Frost System: No Frost Wattage: 100 watts Warranty: 1 year on parts and labor; 5 years on Compressor Color: Metallic Silver or Metallic Gray	3	
set	3-Seater Sofa Set Modern Style Solid Wood Frame Foam Fabric Cover Dark Gray Color With at least 1 year warranty	2	
pcs	Vacuum Cleaner Capacity 4L Power consumption: 1200w noise emission: 50dB transmission corded: power supply electrical Dimension: L28 x W23 x 39cm Weight: 4.7kg	3	
pc	Wall Clock Size: 16 inches Battery size: double A Color: black Shape: round	1	
	Delivery schedule: 15 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 Office Equipment, Furniture and Fixtures for NLP (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Thirty Seven Thousand Nine Hundred Ninety Five Pesos (PHP 137,995.60)	In Words: _____ _____
	In Figures: _____ _____

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email Address/es

