



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

REQUEST FOR QUOTATION

Date: June 05, 2023

RFQ No.: 46-2023-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 Common-Use Supplies (CSE) Not Available at PS-DBM for Second Quarter (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 June 13, 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 contact us at telephone 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.

Do not alter the contents of this form in any way.

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.

All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

Quotations may be submitted through electronic mail at

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.



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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 Common-Use Supplies (CSE) Not Available at PS-DBM for Second Quarter (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)
roll	Twine, plastic	31	
pc	Eraser, plastic/rubber	23	
pc	Sign pen, black, liquid or gel	183	
pc	Sign pen, blue, liquid or gel	220	
pc	Sign pen, red, liquid or gel	25	
pack	Wrapping paper, kraft, 50 sheets per pack	10	
pack	Battery, dry cell, size AA, two (2) pieces per blister pack	7	
pack	Battery, dry cell, size AAA, two (2) pieces per blister pack	5	
bottle	Ink, for stamp pad, 50ml	19	
box	Staple wire, heavy duty (binder type), 23/13	15	
box	Staple wire, standard	66	
bundle	Ring binder, plastic, 32mm, 10 pieces per bundle	3	
ream	Paper, multipurpose, Legal, 500 sheets per ream	113	
pair	Scissors, symmetrical or asymmetrical	3	
unit	Stapler, standard type	2	
ream	Paper, multipurpose, A4, 500 sheets per ream	164	
ream	Paper, multicopy, Legal, 500 sheets per ream	88	
pad	Note pad, stick on, 2"x3", 100 sheets per pad	45	
pad	Note pad, stick on, 3"x4", 100 sheets per pad	41	
pad	Note pad, stick on, 3"x3", 100 sheets per pad	31	
ream	Paper, multicopy, A4, 500 sheets per ream	131	
pad	Pad paper, ruled	5	
box	Paper, parchment, 100 sheets per box	30	
book	Record book, 300 pages	15	
roll	Tape, masking, 24mm	49	
roll	Tape, masking, 48mm	37	
roll	Tape, packaging, 48mm	58	
roll	Tape, transparent, 24mm	111	



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roll	Tape, transparent, 48mm	65	
unit	Calculator, compact	5	
box	Clip, backfold, 19mm	22	
box	Clip, backfold, 25mm	23	
box	Clip, backfold, 32mm	23	
box	Clip, backfold, 50mm	23	
pc	Correction tape, 8 meters	111	
pc	Data file box	10	
pc	Data folder, Blue, A4 & legal documents	65	
box	Envelope, documentary, A4, 500 pieces per box	20	
box	Envelope, documentary, legal, 500 pieces per box	24	
box	Fastener, metal, non sharp edges, 50 sets per box	53	
book	Record book, 500 pages	10	
box	Envelope, mailing, 500 pieces per box	3	
pc	Eraser, felt, for blackboard/whiteboard	1	
pc	File organizer, expanding, plastic, legal	4	
set	File tab/Index divider, bristol board, A4	5	
set	File tab/Index divider, bristol board, Legal	54	
pc	Magazine file box, large	30	
pack	Folder w/ tab, A4, 100 pieces per pack	2	
pack	Folder w/ tab, legal, 100 pieces per pack	8	
box	Index tab, self-adhesive, transparent, 5 sets per box	27	
pc	Marker, permanent, black	33	
pc	Marker, whiteboard, black	10	
box	Rubber band No. 18, 350g	5	
box	Paper clip, vinyl/plastic coated, 33mm	45	
box	Paper clip, vinyl/plastic coated, jumbo, 50mm	34	
box	Pencil, lead/graphite, w/ eraser, one dozen per box	12	
bot	Alcohol, Ethyl, 500 ml	144	
gal	Alcohol, Ethyl, 1 gal	122	
jar	Glue, all-purpose, 200 grams	9	
Delivery Period: 15 Calendar 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 Common-Use Supplies (CSE) Not Available at PS-DBM for Second Quarter (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Fifty Eight Thousand Six Hundred Eighty Four Pesos (PHP 458,684.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

