



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

**REQUEST FOR QUOTATION**

Date: July 12, 2023

RFQ No.: 65-2023-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 Conservation Supplies for Bookbinding (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 July 19, 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
<b>Copy of 2023 Mayor's or Business Permit</b>	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 <b>before award of contract.</b>
<b>Notarized Omnibus Sworn Statement</b> <b>(<a href="#">GPPB-Prescribed Form</a>)</b>	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.

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](mailto:bac@nlp.gov.ph).

(Digitally Sgd.)  
**MARICEL M. UREÑA**  
BAC Chairperson



**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](mailto: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.



**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:

<b>Supply and Delivery of Conservation Supplies for Bookbinding (LINE ITEM Bidding)</b>			
<b>Unit</b>	<b>Minimum Technical Specifications</b>	<b>Qty.</b>	<b>Statement of Compliance</b> (Comply or Not Comply and please SPECIFY the BRAND and model number you are offering)
Sheet	Craft Paper, #250	500	
Sheet	Morocco Paper, 31x43 in, assorted colors	200	
Sacket	Needle, 3 inches	15	
Gallon	White glue	15	
Yard	Imitation cloth, navy blue	31	
Yard	Imitation cloth, yellow	31	
Yard	Imitation cloth, red	31	
Yard	Imitation cloth, royal blue	31	
Yard	Paper cloth, navy blue	25	
Yard	Paper cloth, yellow	25	
Yard	Paper cloth, red	25	
Yard	Paper cloth, royal blue	25	
Yard	Book cloth, navy blue	25	
Yard	Book cloth, yellow	25	
Yard	Book cloth, red	25	
Yard	Book cloth, royal blue	30	
Cone	Thread, White Color	15	
Piece	Cutter Heavy Duty	25	
Tube	Blade Cutter, 1 inches	33	
<b>Delivery schedule: 30 Calendar days upon receipt of purchase order.</b>			





**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: \_\_\_\_\_  
 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.

<b>Supply and Delivery of Conservation Supplies for Bookbinding (LINE ITEM Bidding)</b>	
<b>Approved Budget for the Contract One Hundred Fifty Thousand Pesos (PHP 150,000.00)</b>	<b>Total Offered Quotation</b>
<b>1.Craft Paper Thirty Thousand Pesos (30,000.00)</b>	<b>In Words:</b> _____
	<b>In Figures:</b> _____
	_____
<b>2. Needle, 3 inches One Thousand Five Hundred (1,500.00)</b>	<b>In Words:</b> _____
	<b>In Figures:</b> _____
	_____
<b>3. White Glue Nine Thousand Six Hundred (9,600.00)</b>	<b>In Words:</b> _____
	<b>In Figures:</b> _____
	_____



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

<b>4. Imitation cloth, navy blue</b> <b>Six Thousand Two Hundred Pesos</b> <b>(6,200.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>5. Imitation cloth, Yellow</b> <b>Six Thousand Two Hundred Pesos</b> <b>(6,200.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>6. Imitation cloth, Red</b> <b>Six Thousand Two Hundred Pesos</b> <b>(6,200.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>7. Imitation cloth, Royal Blue</b> <b>Six Thousand Two Hundred Pesos</b> <b>(6,200.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>8. Paper Cloth, navy blue</b> <b>Seven Thousand Five Hundred</b> <b>(7,500.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>9. Paper Cloth, Yellow</b> <b>Seven Thousand Five Hundred</b> <b>(7,500.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>



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

<b>10. Paper Cloth, Red</b> <b>Seven Thousand Five Hundred</b> <b>(7,500.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>11. Paper Cloth, Royal Blue</b> <b>Seven Thousand Five Hundred</b> <b>(7,500.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>12. Book Cloth, Navy Blue</b> <b>Six Thousand Two Hundred Fifty Pesos</b> <b>(6,250.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>13. Book Cloth, Yellow</b> <b>Six Thousand Two Hundred Fifty Pesos</b> <b>(6,250.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>14. Book Cloth, Red</b> <b>Six Thousand Two Hundred Fifty Pesos</b> <b>(6,250.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>
<b>15. Book Cloth, Royal Blue</b> <b>Seven Thousand Five Hundred</b> <b>(7,500.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>



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

<b>16. Thread, White color</b> <b>Three Thousand Three Hundred</b> <b>3,300.00)</b>	<b>In Words:</b> _____ _____
	<b>In Figures:</b> _____ _____
<b>17. Cutter Heavy Duty</b> <b>Six Thousand Two Hundred Fifty Pesos</b> <b>(6,250.00)</b>	<b>In Words:</b> _____ _____
	<b>In Figures:</b> _____ _____
<b>18. Blade Cutter, 1 Inch</b> <b>Three Thousand Three Hundred</b> <b>(3,300.00)</b>	<b>In Words:</b> _____ _____
	<b>In Figures:</b> _____ _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email Address/es