



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

REQUEST FOR QUOTATION

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites bidders / suppliers to bid for **Supply and Delivery of Office Supplies for NLP**. Bidding will be through **LOT Bidding**. Bids received in excess of the **Approved Budget Contract of (Php158,010.00)** shall be automatically rejected at bid opening.

Unit	Item Description	Quantity	Unit Cost	Total Cost
ream	Paper, multipurpose, A4, 70 gsm	200	150.00	30,000.00
ream	Paper, multipurpose, A4, 70 gsm	100	170.00	17,000.00
book	Record book, 300 pages	50	80.00	4,000.00
book	Record book, 500 pages	56	130.00	7,280.00
roll	Tape, masking, width 24 mm	39	60.00	2,340.00
roll	Tape, masking, width 48 mm	39	120.00	4,680.00
roll	Tape, transparent, width 24mm	150	30.00	4,500.00
roll	Tape, transparent, width 48mm	50	37.00	1,850.00
roll	Tape, packaging, width 48mm	100	37.00	3,700.00
pcs	Flash drive, 16GB	35	285.00	9,975.00
box	Fastener, metal	125	96.00	12,000.00
pack	Folder, tagboard, A4, brown, 100pcs/pack	40	500.00	20,000.00
pack	Folder, tagboard, Legal, brown, 100pcs/pack	50	745.00	37,250.00
pcs	Tape dispenser, table top for 24mm width tape	13	97.00	1,235.00
pcs	Correction tape, film page type	100	22.00	2,200.00
			TOTAL	158,010.00

Submit your quotation duly signed by you or your representative together with the following documentary requirements:

- Latest Income/ Business Tax Returns
- Tax Clearance/Certificate
- Mayor's/Business Permit
- PhilGEPS Certificate of Registration



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Bidding is restricted to Filipino citizens/sole proprietorship, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

Contract/delivery schedule is within Ten (10) days upon received of Notice to Proceed.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. National Library of the Philippines shall rescind 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.

For further information, please refer to:

MARIE JOY H. BESTOIR

ELEANOR C. SIYANG

PHIL MARC JACINTO

BAC Secretariat

T.M. Kalaw St., Ermita, Manila

Tel. No. 5336-7200 loc. 406

Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **October 21, 2021 5:00 pm**. Aside from the electronic copy of your original financial bid offer and documentary requirements, please email also an excel (.xlsx) format of your financial bid offer.

The NATIONAL LIBRARY OF THE PHILIPPINES reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Sgd.SUSAN J. FETALCO
BAC Chairperson