



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 the **Supply and Delivery of Storage Cabinet & Office Chair for NLP**. Bidding will be through **LOT Item Bidding**. Bids received in excess of the **Approved Budget Contract of (Php67,500.00)** shall be automatically rejected at bid opening.

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Unit	Narrow Storage Cabinet	10	3,000.00	30,000.00
	Minimum Specifications (equivalent or better): Made of thick environmentally friendly plastic, durable and practical, smooth finish, dust-proof and waterproof 4-tier drawer unit Dimensions is 17.7 x 7 x 31.5 inches (length x width x height) Chest of 4 deep drawers can be opened or closed smoothly, provides considerable amounts of storage space for your items and protect your items while keeping them tidy Wheeled, for easy moving of storage			
pcs	Mid Back Mesh Office Chair	15	2,500.00	37,500.00
	Ergonomic Design with Thick Cushion and Breathable Mesh for Maximum Comfort Mid Back Design Chromed Steel 5 Star Base & Nylon Casters Tilt-Lock Function Pneumatic Height Adjustment 360 Degrees Swivel Function Gas lift, adjustable stool height Color: Black			



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	With 1 year warranty			
			TOTAL	67,500.00

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

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 **December 14, 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