



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

REQUEST FOR QUOTATION

Date: 06 October 2022

RFQ No.: 23-2022-B

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 the **Foreign Print Books for the Batanes Provincial Library (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 October 14, 2022 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 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.
Tax Clearance	Submit a copy of your Latest Tax Clearance.

For any clarification, you may contact us at telephone no. (02) 5336-7200 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.

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.



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10. Payment shall be made after 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.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Foreign Print Books for the Batanes Provincial Library (LINE ITEM Bidding)			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Anti-Feminisms i Media Culture \1ed.9780367546977, 1 vols			
APA Manual 7 th Edition 2022 Referencing Guide, 1vols			
Blended learning , 1 vols			
Career development and planning (Book with DVD), 1vols			
Cities after crisis, 1 vols			
Climate adaptation and resilience across scale, 1vols			
Designing Green Spaces for health, 1vols			
Dewey Decimal Classification Volume 1, 1vols			
Dewey Decimal Classification Volume 3, 1vols			
Dewey Decimal Classification Volume 4, 1vols			
Economic of Farm Management, the \2ed. 9781032247946, 1vols			
Economics of Tourism Destination, The \4ed. 9781032192147, 1vols			
Electronics all-in-one for Dummies\3ed. 9781119822110, 1vols			
Evaluating Transition to School Programs, 1vols			
Exploring entrepreneurship (book with DVD), 1vols			
Gender, Cultures, Literacies, 1vols			
Green Farming, 1vols			
Handbook of Energy Agriculture, 1vols			
How to Write A Successful Series: Writing Strategies For Authors 9780645221688, 1vols			
Indigenous community Based Education, 1vols			
Innovations in Digital Libraries, 1vols			
Internet of things, 1vols			
Landscapes of housing , 1vols			
Language and comprehension, 1vols			





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Llewellyn's 2023 Witches' Spell-A-Day Almanac, 1vols			
Managing Visitor Attractions \3ed. 9780367486136, 1vols			
Multiculturalism. Crime and criminal justice, 1vols			
National Geographic Kids Almanac 2023 (US edition), 1vols			
National Geographic Kids Almanac 2023 (US edition), 1vols			
Natural Disasters, 1vols			
Office 2021 All-in-one For Dummies, 1vols			
Preventing Challenging Behavior in Your Classroom \2ed. 9781646322053, 1vols			
Proposal Writing 9781544371535, 1vols			
Rigor for students with special needs, 1vols			
Sear's List, 22 nd edition, 1vols			
Social work Law, Ethics & Social Policy 9781529723823, 1vols			
The World Almanac Book of Why: Explanation for Absolutely Everything, 1vols			
Threshold Concepts in Women's & Gender Studies \ 3ed. 9780367486235 , 1vols			
Translation, semiotics, and Feminism, 1vols			
Trouble with English and how to Address it, The \1ed. 9780367470647, 1vols			
Words of Wonder, 2ed. 9781119758754, 1vols			
Delivery Period: Within 30 working days from the 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.

Foreign Print Books for the Batanes Provincial Library (LINE ITEM Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Two Hundred Seventy Thousand Five Hundred Sixty Three Pesos and Forty Five Centavos (PhP 270,563.45)	In Words: _____ _____
	In Figures: _____ _____
	_____ _____
	_____ _____

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email Address/es





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