



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 **Procurement of Catering Services for NLP's Christmas Party (12/18/2019)** Bidding will be through Lot Item Bidding. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item Description	Unit Cost	Total Cost (ABC)
Catering Services for NLP's Christmas Party (12/18/2019) Good for 210 persons ABC Php144,900.00 Menu packages: -Lunch soup, appetizer, 4 main course [includes beef, pork, fish, chicken], dessert -PM Snack Package inclusions: -Round tables with floor length cover and overlay cloth -Chairs with floor length cover and color motif ribbons -Waiters in uniform -Buffet set-up with centerpiece design -Complete dining set-up/catering utensils -Christmas motif -Overflowing coffee and drinks -Chocolate fountain Others: -Food taste -Terms of payment -Tax clearance, ITR, Invoice	Php690.00/head	Php144,900.00

TOTAL PHP 144,900.00

Please quote your best offer.

Submit your quotation duly signed by you or your representative and of the following eligibility requirements not later than seven (7) days:

1. Latest Tax Clearance Certificate
2. 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,



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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:

RICA JANE SANTOS
RHODORA JULIAN
PHIL MARC JACINTO
BAC Secretariat
T.M. Kalaw St., Ermita, Manila
Tel. No. 336-7200 loc. 107/403/309

Sealed Bids must be delivered to the address above on or before **December 13, 2019, 5:00 pm.** Late bids shall not be accepted.

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. ARLENE S. DE CASTRO
BAC Chairperson