



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

**REQUEST FOR QUOTATION**

Date: April 26, 2023

RFQ No.: 34-2023-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 the **Procurement of Meals Provider for the Participants of the Training Series on Delivering the Basics of Quality Public Library Service (Manila, Metro Manila) (LOT 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 May 02, 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 (<a href="#">GPPB-Prescribed Form</a>)</b>	

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





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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](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.



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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>Procurement of Meals Provider for the Participants of the Training Series on Delivering the Basics of Quality Public Library Service (Manila, Metro Manila) (LOT Bidding)</b>			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (Comply or Not Comply)
service	Meals Provider  Preliminaries: Supplier must have the following: <ol style="list-style-type: none"><li>1. Must be willing to provide services on send-bill arrangement based on actual participants (instead of guaranteed reservations).</li><li>2. Prior preparation of supplier, a number of estimated participants will be given by the end-user unit</li><li>3. Provision for meals to be packed (or "to go") if needed</li><li>4. With complimentary drinking water, coffee, and tea</li><li>5. Supplier to provide meals stub (AM Snack, Lunch, PM Snack)</li><li>6. With tables and chairs for 100 pax</li><li>7. With social distancing</li><li>8. Venue is in the National Library of the Philippines</li></ol> Meals (Good for 100 pax): AM Snack Lunch PM Snack	1	
	<b>Delivery schedule: on May 25, 2023</b>		



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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.

Procurement of Meals Provider for the Participants of the Training Series on Delivering the Basics of Quality Public Library Service (Manila, Metro Manila) (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Thousand Pesos (PHP 100,000.00)	In Words:
	In Figures:

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

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

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

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

