



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

**REQUEST FOR QUOTATION**

Date: June 5, 2023

RFQ No.: 47-2023-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 to procure for the **Procurement of Travel Services for the Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration and Training on the Basics of Delivering Quality Public Library Service: Financial Resources, Partnerships, and Collaboration (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 June 13, 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 (GPPB-Prescribed Form)</b>	Supported by Secretary's Certificate or Special Power of Attorney.
<b>Latest Income / Business Tax Return</b>	Manually-filed tax returns or filed through EFPS

For any clarification, you may contact us at telephone no. (02) 5310-5029 local 406/412 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.

**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.
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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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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 Travel Services for the Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration and Training on the Basics of Delivering Quality Public Library Service: Financial Resources, Partnerships, and Collaboration (LOT Bidding)</b>			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (Comply or Not Comply)
service	<p><b><u>Preliminaries:</u></b></p> <p>Air Fare, Transport Services (Airport to Hotel, Hotel to Airport), Hotel Accommodation, and Training Venue must have the following:</p> <ol style="list-style-type: none"> <li>1. Must be accredited by the Philippine Department of Tourism (PDOT)</li> <li>2. Must be willing to provide services on send-bill arrangement and based on actual number of participants (instead of guaranteed reservations).</li> <li>3. In case confirmed participants decide to withdraw their attendance/participation, a notice should will be made by the organizers to travel agency at least 48 hours (or at least 2 days) to rectify booking arrangements and avoid unnecessary expenses</li> <li>4. Amenable to open booking in reservation of travel dates and hotel to accommodate changes due to fortuitous events, management directives, and other similar incidents.</li> <li>5. Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination.</li> <li>6. Provision of staff from travel agencies physically present during the travel dates to coordinate and arrange logistical preparation.</li> <li>7. Provision of 20 kgs baggage allowance only back and forth for air travel. Preferably Philippine Airline or Cebu Pacific</li> <li>8. Provision of first aid medical kit or hygiene kit for the participants.</li> <li>9. Prior booking of the participants, a number and/or list of confirmed participants will be given by the end-user unit detailing flight requirements</li> <li>10. Provide transport services to transfer participants from airport-training venue and vice-versa</li> <li>11. 3-4 star hotel in the identified</li> </ol>	1	





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<p>target venues/areas.</p> <p>12. Provision for meals to be packed (or “to go”) if needed</p> <p>13. Provision for selection halal meals/food or Muslim-friendly meals.</p> <p>14. Provision of meals stubs</p> <p>15. Training venue/function rooms must have:</p> <p>a. With complimentary drinking water, coffee, and tea</p> <p>b. With Tables and Chairs that can accommodate 100 pax</p> <p>c. 10 Tables with 10 chairs; Classroom Set-Up (last table for organizers and speakers)</p> <p>d. With social distancing</p> <p>e. With pens and paper</p> <p>f. With 4 wireless microphones, sound system, projector, white screen, and provision for blended training</p> <p>g. With strong wifi connection</p> <p>h. Fully air conditioned function rooms</p> <p>i. With Registration Table</p> <p>j. With Lobby Signage</p> <p>16. Room arrangements must have:</p> <p>a. 2 single bed arrangement with drinking water, bathroom essentials and hygiene kits</p> <p>b. With plated/buffet breakfast, preferably with menu</p> <p>c. Preferably with clothes iron</p> <p>17. Accommodation and Training Venue must in the same hotel</p> <p><b><u>Target Venue and Conduct Date of Training:</u></b></p> <p>1. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration - Bacolod City on July 11, 2023  <i>(Technical Rehearsal prior training, July 10, 2023 PM)</i></p> <p>2. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration: Financial Resources, Partnerships, and Collaboration - Cagayan de Oro City on July 25, 2023  <i>(Technical Rehearsal prior training, July 24, PM)</i></p> <p><b><u>Room Arrangements:</u></b></p> <p>1. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public</p>	
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<p>Administration - Bacolod City  <i>7 twin rooms for July 10-12 only (3 days, 2 nights)</i></p> <p>2. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration: Financial Resources, Partnerships, and Collaboration  <i>6 twin rooms for July 24-26 only (3 days, 2 nights)</i></p> <p><b><u>Meals:</u></b></p> <p>1. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration - Bacolod City  10 July 2023  Dinner for 10 pax</p> <p>11 July 2023  AM Snack for 100 pax  Lunch for 100 pax  PM Snack for 100 pax  Dinner for 10 pax</p> <p>12 July 2023  AM Snack for 10 pax</p> <p>2. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration: Financial Resources, Partnerships, and Collaboration  24 July 2023  Dinner for 10 pax</p> <p>25 July 2023  AM Snack for 100 pax  Lunch for 100 pax  PM Snack for 100 pax  Dinner for 10 pax</p> <p>26 July 2023  AM Snack for 10 pax</p> <p><b><u>Transportation:</u></b></p> <p>1. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration - Bacolod City  10 July 2023  (AM) Manila to Bacolod City - 7 pax</p>	
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	<p>(AM) Any point in PH to Bacolod City - 3 pax 12 July 2023 (AM) Bacolod City to Manila - 1 pax 14 July 2023 (PM) Bacolod City to Manila - 6 pax (PM) Bacolod to any point in PH - 3 pax 2. Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration: Financial Resources, Partnerships, and Collaboration 24 July 2023 (AM) Manila to CDO City - 7 pax (AM) Any point in PH to CDO City - 3 pax 26 July 2023 (AM) CDO City to Manila - 1 pax 28 July 2023 (PM) CDO City to Manila - 6 pax (PM) CDO City to Any point in PH - 3 pax</p>		
<p><b>Delivery schedule:</b></p> <ul style="list-style-type: none"><li>❖ Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration: <b>July 10-14, 2023</b></li><li>❖ Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration: Financial Resources, Partnerships, and Collaboration: <b>July 24-28, 2023</b></li></ul>			



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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 Travel Services for the Training on the Basics of Delivering Quality Public Library Service: Physical Facilities and Public Administration and Training on the Basics of Delivering Quality Public Library Service: Financial Resources, Partnerships, and Collaboration (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<b>Seven Hundred Thousand Pesos (Php 700,000.00)</b>	<b>In Words:</b> _____ _____
	<b>In Figures:</b> _____ _____
	_____ _____
	_____ _____

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

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

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

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

