



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

REQUEST FOR QUOTATION

Date: July 5, 2023

RFQ No.: 60-2023-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 Event Management Services (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 July 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
Copy of 2023 Mayor's or Business Permit	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 before award of contract.
Notarized Omnibus Sworn Statement <u>(GPPB-Prescribed Form)</u>	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.

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

Procurement of Event Management Services (LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (Comply or Not Comply)
service	<p>The supplier must be able to supply the following:</p> <ol style="list-style-type: none">1. Inspect and submit a theme proposal (venue layout, logistical plans, etc.) within 1-week (or not later than 14 July 2023) to the Public Libraries Division upon award of the contract. The theme must adhere to the overall theme of Modern/Elegant Filipiniana Awarding Ceremonies.2. Shoulder cost of the logistical plan to be presented. This includes the following items, but is not limited to:<ol style="list-style-type: none">a. Styling / Floral Arrangement of Awarding Ceremony Venue (EDSA Auditorium, NLP), Dinner Venue (Conference Room, NLP), 6th Floor NLP, and 2nd Floor NLPb. Upgraded Ceiling Treatment with big chandeliers of EDSA Auditorium and Dinner Venuec. Red Carpetd. Customized Long Carpet on the 2nd Floor of NLP for the Walk of Famee. Photo Boothf. At least two (2) hosts and four (4) coordinatorsg. LED Wall in EDSA Auditoriumh. Light Arrangementsi. Crew Meal for staffj. Other logistical arrangements the organizer or stylist would like to recommend3. Provide meals and complimentary drinks to attendees with styling/floral arrangements in accordance with the theme. <p>Menu Package (Preferably GLOBAL / EXECUTIVE CUISINE): PM Snacks (150 pax) - Special Clubhouse</p>	1	



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	<p>Sandwich, Chips, Beverage, Coffee Early Dinner (150 pax) - Appetizer, Soup, Green Fresh Salad, Beef, Chicken, Port, Fish/Seafood, Pasta, Vegetable, Rice, 2 Desserts, Beverage</p> <p>Package Inclusion:</p> <ol style="list-style-type: none"> 1. Full catering services 2. Full buffet set up with lamps and centerpieces for 150 pax and full set up for 20 VIPs. 3. Food labels and tags 4. VIP/Presidential table with floor length cover and overly linen (good for 20 pax) with a fresh floral centerpiece and other theme accessories and minimal decoration in the area and crystal chairs 5. Waiting staff for VIP/Presidential table 6. Round tables with floor-length covers and overly lined with fresh floral centerpieces and other accessories and minimal decoration in the area 7. Tiffany chairs with ribbons accent 8. Complete dining set-up/catering utensils 9. Bar set up for the beverage 10. Well-trained banquet and pantry staff <p>Others/Additional:</p> <ol style="list-style-type: none"> 1. Free food tasting 2. Invoice <p><i>* Complimentary drinks to include juice, coffee/hot choco, tea, etc.</i> <i>** Menu to be submitted to NLP for selection and approval</i> <i>*** Served via managed buffet and/or plated</i></p> <p>4. Must be willing to provide services on a send-bill arrangement and based on the actual number of participants (instead of guaranteed reservations).</p>		
Delivery Period: August 25, 2023			





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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 Event Management Services (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Twenty Thousand Pesos (Php 320,000.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

