## REQUEST FOR QUOTATION

**Date: August 15, 2023**

**RFQ No.: 75-2023-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 for the **Supply and Delivery of Travel Services for the Empowering Public Libraries through NLPs Products and Services (Ormoc City and Legazpi City Batches) (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 August 21, 2023 at 5:00 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** (**GPPB-Prescribed Form**) | Supported by Secretary's Certificate or Special Power of Attorney, if necessary. |
| **Latest Income/Business Tax Return** | Manually filed tax returns or filed through the 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**.

(Digitally Sgd.)
**MARICEL M. UREÑA**
BAC Chairperson

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 5310-5029 I +632 5310-5035 loc 406 or 412 I
web.nlp.gov.ph I bac@nlp.gov.ph

CERTIFICATION INTERNATIONAL ISO 9001:2015

Accredited QMS Certification Body Accreditation No: MSA-001

**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 versionof 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.

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

| Supply and delivery of Travel Services for the Empowering Public Libraries Through NLP's Products and Services ( Ormoc City and Legazpi City Batches ) (LOT Bidding) | | | |
|---|---|---|---|
| **Unit** | **Minimum Technical Specifications** | **Qty.** | **Statement of Compliance** (Comply or Not Comply; Please specify the BRAND and MODEL of your offer if applicable) |
| Service | **Preliminaries:** Air Fare, Transport Services (Airport to Hotel, Hotel to Airport), Hotel Accommodation, and Training Venue must have the following: 1. Must be accredited by the Philippine Department of Tourism (PDOT) 2. Must be willing to provide services on a **send-bill arrangement** and **based on the actual number of participants (instead of guaranteed reservations).** <ul><li>**In case confirmed participants decide to withdraw their attendance / participation, a notice will be made by the organizers to the travel agency for at least 48 hours (or at least 2 days) to rectify booking arrangements and avoid unnecessary expenses.**</li></ul> 3. **Amenable to open booking in the reservation of travel dates and hotels to accommodate changes due to fortuitous events, management directives, and other similar incidents.** 4. Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination. 5. Provision of staff from travel agencies physically present during the travel dates to coordinate and arrange logistical preparation. 6. Provision of 20 kgs baggage allowance only back and forth for air travel. Preferably Philippine Airlines or Cebu Pacific 7. Provision of first aid medical kit or hygiene kit for the participants. | 1 | |

8. **Prior to booking the participants, a number and/or list of confirmed participants will be given by the end-user unit detailing flight requirements**

9. **Provide transport services to transfer participants from NLP from the airport to the training venue/accommodation and vice-versa**

10. 3-4 star hotel in the identified target venues/areas.

11. Provision for meals to be packed (or "to go") if needed

12. Provision for selection of halal meals/food or Muslim-friendly meals.

13. Provision of meals stub

14. Meals are served through managed buffet or plated

15. Training venue/function rooms must have/with:

    a. Complimentary drinking water, coffee/hot choco, and tea

    b. Tables and Chairs that can accommodate 100 pax

    c. 10 Tables with 10 chairs; Classroom Set-Up (last table for organizers and speakers)

    d. Social distancing

    e. Complimentary pens and paper

    f. 4 wireless microphones, sound system, projector, white screen, whiteboard with markers and erasers, and provision for blended training

    g. Strong wifi connection (recommended at least 35Mbps)

    h. Fully air-conditioned function rooms

    i. Registration Table

    j. Lobby/Welcome Signage

16. Room arrangements must have/with:

    a. 2 single bed arrangements with drinking water, bathroom essentials, and hygiene kits

    b. Plated/buffet breakfast, preferably with

menu

    c. Preferably with clothes iron

17. Accommodation and Training Venue must be in the same hotel

**Target Venue and Conduct Date of Training:**

1. Empowering Public Libraries through NLPs Products and Services - Ormoc City on August 29-30, 2023

*(Technical Rehearsal prior training, August 28, 2023 PM)*

2. Empowering Public Libraries through NLPs Products and Services - Legazpi City on October 23-24, 2023

**(Technical Rehearsal prior training, October 22, 2023 PM)**

**Room Arrangements**

1. Empowering Public Libraries through NLPs Products and Services - Ormoc City

    8 twin rooms for August 28-31 only (4 days, 3 nights)

2. Empowering Public Libraries through NLPs Products and Services - Legazpi City

    8 twin rooms for October 22-25 only (4 days, 3 nights)

**Meals:**

  *Meals for target number of participants*

1. Empowering Public Libraries through NLPs Products and Services - Ormoc City

    28  August 2023

    Dinner for 15 pax

    29  August 2023

    AM Snack for 100 pax

    Lunch for 100 pax

    PM Snack for 100 pax

Dinner for 15 pax

30  August 2023
AM Snack for 100 pax
Lunch for 100 pax
PM Snack for 100 pax
Dinner for 15 pax

2. Empowering Public Libraries through NLPs
   Products and Services - Legazpi City
   22  October 2023
   Dinner for 16 pax

   23  October 2023
   AM Snack for 100 pax
   Lunch for 100 pax
   PM Snack for 100 pax
   Dinner for 16 pax

   24  October 2023
   AM Snack for 100 pax
   Lunch for 100 pax
   PM Snack for 100 pax
   Dinner for 16 pax

**Transportation**
1. Empowering Public Libraries through NLPs
   Products and Services - Ormoc City
   28 August 2023
   (AM) Manila to Tacloban City - 15 pax

   31 August 2023
   (AM) Tacloban City to Manila - 8 pax

   01 September 2023
   (AM/PM) Tacloban City  to Manila - 7 pax

   *With shuttle/van service from Tacloban City*
   *Airport going to Venue/Accommodation in*

|  | | | |
|---|---|---|---|
| | *Ormoc City and vice versa*<br><br>2. Empowering Public Libraries through NLPs Products and Services - Legazpi City, Albay<br>    22 October 2023<br>    (AM) Manila to Legazpi City, Albay - 15 pax<br><br>    25 October 2023<br>    (AM) Legazpi City, Albay to Manila - 8 pax<br><br>    27 October 2023<br>    (PM) Legazpi City, Albay to Manila - 7 pax<br><br>*With shuttle/van service from Legazpi City Airport going to Venue/Accommodation in Albay* | | |
| **Delivery Date:**<br>**Part 1 (Ormoc City): August 28 to September 1, 2023**<br>**Part 2 (Legazpi City): October 22 – 27, 2023** | | | |

**FINANCIAL OFFER:**

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**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:* _____

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       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.

| Supply and delivery of Travel Services for the Empowering Public Libraries Through NLP's Products and Services ( Ormoc City and Legazpi City Batches )  (LOT Bidding) | |
| --- | --- |
| **Approved Budget for the Contract** | **Total Offered Quotation** |
| **Nine Hundred Five Thousand Pesos (Php 905,000.00)** | **In Words:** <br><br> _____ <br><br> **In Figures:** <br><br> _____ |

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email Address/es

CERTIFICATION INTERNATIONAL
ISO 9001:2015

Accredited
QMS Certification Body
Accreditation No:
MSA-001