



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

**REQUEST FOR QUOTATION**

Date: January 29, 2024

RFQ No.: 03-2024-A

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Supply and Delivery of Event Coordinator / Stylist for 2024 Gawad Pambublikong Aklatan (GPA) (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 February 6, 2024 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>PhilGEPS Registration</b>	A copy of Platinum Certificate or Red Membership.
<b>Copy of 2024 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 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>	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](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>Supply and Delivery of Event Coordinator / Stylist for 2024 Gawad Pampublikong Aklatan (GPA) (LOT Bidding)</b>			
<b>Unit</b>	<b>Minimum Technical Specifications</b>	<b>Qty.</b>	<b>Statement of Compliance</b>
Service	<p><b>The Service Provider (SP) must be able to supply the following:</b></p> <ol style="list-style-type: none"><li>1. Inspect and submit a theme proposal (venue layout, logistical plans, etc.) not later than 23 February 2024 to the Public Libraries Division upon award of the contract. The theme of <b>Modern/elegant Filipiniana Awarding Ceremonies.</b></li><li>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"><li>a. Elegant Styling / Arrangement of the Awarding Ceremonies Venue at EDSA Auditorium, NLP, P.M. Snacks, and Dinner Venue (Conference Room, 6<sup>th</sup> Floor NLP, or 2<sup>nd</sup> Floor Lobby, NLP, Registration Area)</li><li>b. Upgraded/ Elegant Ceiling Treatment with big chandeliers ( 6 or more) of EDSA Auditorium</li><li>c. Elegant stage design including stage red carpet</li><li>d. Photo booth</li><li>e. Elegant Photo wall and customized/personalized matte carpet (1.5 meters wide and 5 meters long) with Gawad Pampublikong Aklatan (GPA) logo (near the entrance gate) on the 2<sup>nd</sup> floor or ground floor of NLP for the Walk of Fame</li><li>f. Elegant Tunnel with red carpet (red carpet starts outside the elevator and ends up before the stairs) in the 4<sup>th</sup> Floor Lobby, near the stairs going to the auditorium</li><li>g. Set-up for the trophy tables</li><li>h. LED Wall in EDSA Auditorium (Size: P3 Standard size 9ft. X 12ft.)</li></ol></li></ol>	1	



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| <ol style="list-style-type: none"><li>i. Stage light, stage and following spotlight</li><li>j. One (1) event host, and one (1) professional singer or performer (2-3 songs)</li><li>k. Light and sound Arrangements with staff/operators</li><li>l. Other Logistical arrangements the organizer or stylist would like to recommend</li></ol> <ol style="list-style-type: none"><li>3. The SP shall provide a team of coordinators (at least 13 members) to manage the event:<ol style="list-style-type: none"><li>a. One (1) Event Manager (team leader and contact person)</li><li>b. Two (2) Stage Managers (left and right program area)</li><li>c. Two (2) Product Runners (left and right program area)</li><li>d. One (1) Technical Coordinator (in charge of the technical – lights, sounds, LED wall, etc.)</li><li>e. Three (3) Registration members (in charge of the registration area and giving table/seat arrangements to guests.</li><li>f. Four (4) ushers/usherettes.</li></ol></li><li>4. The SP shall facilitate and ensure the registration of all participants in the event in coordination with the PLD staff.</li><li>5. The SP shall Provide a selection of music that will be played during the event with the prior approval of the end user.</li><li>6. The SP shall provide unlimited pre-event meetings via video conferencing and/or in-person with the NLP (end-user). The date and time of the meeting shall be set by the end-user.</li><li>7. The SP shall provide the hosting of the event. The host must be appropriate for a formal event and must be fluent in Filipino. The host must have at least two (2) years of experience in hosting.</li><li>8. The SP shall coordinate with the NLP (end-user)</li></ol> |  |  |
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regarding the floor plan, seating arrangement, theme accent, table set up, and styling/arrangement design.

9. The SP shall be in the venue at least five (5) hours before the event and shall make all the necessary arrangements for the smooth start of the proceedings
10. The SP shall provide the necessary transportation and meal expenses for its crew/staff
11. The SP shall Undertake to comply with all the required health and safety protocols.
12. The SP shall provide meals and complimentary drinks to attendees with styling/arrangements following the theme.

**Menu package (Preferably GLOBAL / EXECUTIVE CUISINE):**

- PM Snacks (150 pax) - Special Clubhouse Sandwich, Chips, Beverage, Coffee
- Early Dinner (150 pax) - Appetizer, Soup, Green Fresh Salad, Beef, Chicken, Pork Fish/Seafood, Pasta, Vegetable, Rice, 2 Desserts and Fruits, Beverage

**Package Inclusion:**

1. Full catering services
2. Full buffet set up with lamps and centerpieces for 150 pax and full set up for 30 VIPs.
3. Food labels and tags
4. VIP/Presidential table with floor length cover and overly linen (good for 30 pax) with a fresh floral centerpiece and other theme accessories and minimal decoration in the area and crystal chairs/Olivia chair (long table for VIPs must be wider than the usual size of long table)
5. Stand-by 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



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	<p>area</p> <ol style="list-style-type: none"><li>7. Tiffany chairs with ribbons accent</li><li>8. Complete elegant dining set-up/catering utensils</li><li>9. Bar set up for the beverage</li><li>10. Well-trained banquet and pantry staff</li></ol> <p><b>Others/Additional:</b></p> <ol style="list-style-type: none"><li>1. Free food tasting</li><li>2. Invoice</li></ol> <p><b><u>Delivery Period: March 22, 2024</u></b></p> <p style="margin-left: 40px;"><i>* Complimentary drinks to include juice, coffee/hot chocolate, tea, etc.</i></p> <p style="margin-left: 40px;"><i>** Menu to be submitted to NLP for selection and approval</i></p> <p style="margin-left: 40px;"><i>*** Served via managed buffet and/or plated</i></p> <ol style="list-style-type: none"><li>13. Must be willing to provide services on a <b>send-bill arrangement</b> and <b>based on the actual number of participants (instead of guaranteed reservations)</b>.</li></ol>		
<b>Delivery Period: March 22, 2024</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.

Supply and Delivery of Event Coordinator / Stylist for 2024 Gawad Pamublikong Aklatan (GPA) (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<b>Four Hundred Fifty Thousand Pesos</b> <b>(Php 450,000.00)</b>	<b>In Words:</b>
	<b>In Figures:</b>

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

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

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

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

