



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

**REQUEST FOR QUOTATION**

Date: June 21, 2024  
RFQ No.: 45-2024-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 **Procurement of Travel Agency for Technical Assistance and Observation (TAO), Campaign for R.A. 7743-Library Establishment and Affiliation (LEA) and Signing of PTRs in Negros Oriental, Agusan del Norte, Leyte, Negros Occidental, North Cotabato - Rebid (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 26, 2024 at 4:00 PM** addressed to:

**MS. MARICEL M. UREÑA**  
Chairperson, Bids and Awards Committee  
NLP Building, T.M. Kalaw St., Ermita, Manila

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) 5314-2100 local 114 / 406 / 412** or email address at [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph).

(Digitally Sgd.)  
**MAUREEN C. TERRENAL**  
Head, BAC Secretariat

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines  
+632 5314-2100 loc 114 / 406 / 412  
[web.nlp.gov.ph](http://web.nlp.gov.ph) | [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph)





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

**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 complete 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.



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

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 Agency for Technical Assistance and Observation (TAO), Campaign for R.A. 7743-Library Establishment and Affiliation (LEA) and Signing of PTRs in Negros Oriental, Agusan del Norte, Leyte, Negros Occidental, North Cotabato - Rebid (LOT Bidding)</b>	
<b>Minimum Technical Specifications</b>	<b>Statement of Compliance</b>
<p>Preliminaries: Air Fare, and Transport Services (Airport to Hotel, Hotel to Airport) 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 a send-bill arrangement and based on the actual number of participant/headcount (instead of guaranteed reservation)               <ul style="list-style-type: none"> <li>• Changes and/or alternate participants may be communicated to the travel agency by the end-user at least 48 hours (or at least 2 days) to rectify booking arrangements and avoid unnecessary expenses.</li> </ul> </li> <li>3. Amenable to open booking in the reservation of confirmed participants and travel dates to accommodate changes due to fortuitous events, management directives, and other similar incidents.</li> <li>4. Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination.</li> <li>5. Provision of designated/identified staff from travel agencies during the travel dates to coordinate and pre-arrange all logistical preparation.</li> <li>6. Provision of 20 kgs baggage allowance only, back and forth for air travel. Preferably Philippine Airlines or Cebu Pacific</li> <li>7. Prior to booking, list of confirmed participants will be given by the end-user unit detailing flight requirements</li> <li>8. Provide transport services to transfer participants from the airport to the hotel and vice-versa</li> </ol> <p>Target Province and Scheduled Dates</p> <ol style="list-style-type: none"> <li>1. Negros Oriental - July 8-12, 2024</li> <li>2. Agusan del Norte - August 5-9, 2024</li> <li>3. Leyte - August 12-16, 2024</li> <li>4. Negros Occidental - September 9-13, 2024</li> <li>5. North Cotabato - October 21-25, 2024</li> </ol> <p>Transportation</p> <ol style="list-style-type: none"> <li>1. Negros Oriental - July 8, 2024 Manila to Dumaguete City Airport (3 pax)</li> </ol>	





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

<p>July 12, 2024 Dumaguete City Airport to Manila (3 pax)</p> <p>With shuttle/van service from Dumaguete City Airport going to Accommodation/City Government in Dumaguete City and vice versa.</p> <p>2. Agusan del Norte - August 5, 2024 Manila to Butuan City Airport (3 pax)</p> <p>August 9, 2024 Butuan City Airport to Manila (3 pax)</p> <p>With shuttle/van service from Butuan City Airport going to Accommodation/City Government of Butuan/Cabadbaran and vice versa. versa.</p> <p>3. Leyte - August 12, 2024 Manila to Tacloban City Airport (2 pax)</p> <p>August 16, 2024 Tacloban City Airport to Manila (2 pax)</p> <p>With shuttle/van service from Tacloban City Airport going to Accommodation/Provincial Government of Leyte and vice versa.</p> <p>4. Negros Occidental - September 9, 2024 Manila to Bacolod City Airport (2 pax)</p> <p>September 13, 2024 Bacolod City Airport to Manila (2 pax)</p> <p>With shuttle/van service from Bacolod City Airport going to Accommodation/ Provincial Government of Negros Occidental and vice versa.</p> <p>5. North Cotabato - October 21, 2024 Manila to Davao City (2 pax)</p> <p>October 25, 2024 Davao City Airport to Manila (2 pax)</p> <p>With shuttle/van service from Davao City Airport going to Accommodation/Provincial Government of North Cotabato and vice versa.</p>	
<p><b>Delivery schedule:</b></p> <ol style="list-style-type: none"><li>1. Negros Oriental - July 8-12, 2024</li><li>2. Agusan del Norte - August 5-9, 2024</li><li>3. Leyte - August 12-16, 2024</li><li>4. Negros Occidental - September 9-13, 2024</li><li>5. North Cotabato - October 21-25, 2024</li></ol>	



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

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 Agency for Technical Assistance and Observation (TAO), Campaign for R.A. 7743-Library Establishment and Affiliation (LEA) and Signing of PTRs in Negros Oriental, Agusan del Norte, Leyte, Negros Occidental, North Cotabato - Rebid (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<p><b>Two Hundred Fifty-Nine Thousand Six Hundred Sixty-Five Pesos (Php 259,665.00)</b></p>	<p><b>In Words:</b></p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p>

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

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

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

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

