



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

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**REQUEST FOR QUOTATION**

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites bidders / suppliers to bid for the **Procurement of Consultancy Services for Strategic Planning 2022-2027**. Bids received in excess of the **Approved Budget Contract(ABC)** of (PHP 200,000.00) shall be automatically rejected at bid opening.

<b>Item Description</b>	<b>Estimated Unit Cost</b>	<b>Estimated Cost</b>
<p><b>Consultancy for Strategic Planning 2022 – 2027</b></p> <p>The National Library of the Philippines (NLP) is requesting proposals from qualified strategic planning consultants to conduct a far-reaching and inclusive input process to inform a Strategic Plan and guide NLP over the next six (6) years.</p> <p><b>I. INTRODUCTION</b></p> <p>The National Library of the Philippines (NLP) is requesting proposals from qualified strategic planning consultants to conduct a far-reaching and inclusive input process to inform a Strategic Plan and guide NLP over the next six (6) years.</p> <p><b>II. BACKGROUND</b></p> <p><b>MANDATE</b></p> <p>The National Library of the Philippines (NLP) is the repository of the printed and recorded cultural heritage of the country and other intellectual, literary and information sources.</p> <p><b>VISION</b></p> <p>By 2022, NLP shall have enhanced library facilities, relevant</p>	<b>200,000.00</b>	<b>200,000.00</b>

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<p>library resources and dynamic services that contribute to the intellectual, social, and cultural development of the Filipino society.</p> <p><b>MISSION</b> Acquire, organize, conserve, and preserve Filipiniana materials and provide equitable access to library resources through a system of public libraries throughout the country</p> <p><b>III. SCOPE OF WORK</b></p> <p>a. Conduct a pre-meeting with Director, Assistant Director and Planning, Monitoring, Evaluation Committee (PMEC) to clarify expectations and desired outcomes;</p> <p>b. Review relevant documents identified by the PMEC, but not limited to Philippine Development Plan 2017-2022 Chapter 7, Annual Reports, Strategic Framework 2018 – 2022, 2020 – 2021 Operational Plans and Quality Management Systems documents.</p> <p>c. Coordinate with Division Chiefs / Officers-in-Charge to conduct a site visit;</p> <p>d. Organize and facilitate meetings to encourage participation and gather insight regarding critical issues and priorities of NLP. Work with PMEC to ensure that at minimum the following are a key part of the process:</p> <ol style="list-style-type: none"> <li>1. One Strategic Planning Workshop (primarily NLP Top Management and PMEC)</li> <li>2. Two (2) general stakeholders meetings; one early in the process of input gathering and one toward the end, to review a draft plan</li> <li>3. One (1) all-staff meeting</li> </ol>		
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<p>e. Partner with the Research and Publications Division (RPD) on all related press releases and event notifications;</p> <p>f. Provide NLP with documentation of findings from the public and staff meetings, and preliminary direction for a Strategic Plan;</p> <p>g. Provide a draft Strategic Plan to staff for feasibility review;</p> <p>h. Provide a draft Strategic Plan at NLP Top Management meeting by no later than September 24, 2021; and,</p> <p>i. Attend and present the final report at NLP Top Management meeting.</p> <p><b>IV. PROPOSAL</b></p> <p>The following information is required for the proposal submission to be considered:</p> <ul style="list-style-type: none"> <li>• Company name, address, contact name, title, phone number &amp; email address</li> <li>• Scope of Work including an outlined approach and strategy to complete the requested Scope of Work</li> <li>• Cost estimate for the proposed Scope of Work, and any other project-related costs</li> <li>• List of 3 references and examples of similar projects</li> </ul> <p><b>Proposal Contents and Requirements:</b></p> <p><b>Cover Letter:</b>          Summary of the proposed team and approach. Include the company name, address, contact person and all applicable contact information.</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Describe the background, experience and capabilities of your company as it relates to the Scope of Work outlined above.</li> <li>• Identify the name and title of the primary consultant and any other key team members who will be assigned to this project. For each, provide a summary of</li> </ul>		
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<p>qualifications and experience and identify successful placements that have been completed within the last five years that are similar in scope, size, and complexity to this project.</p> <ul style="list-style-type: none"> <li>• For each team member, provide the name, telephone number, and email address of at least two references that can attest to the quality and effectiveness of his/her work.</li> </ul> <p><b>Project Approach</b>  Describe the methodology and work plan the consultant(s) will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet budget and schedule expectations.</p> <p><b>Scope of Services</b>  Provide a scope of services and proposed outline of tasks, products, and schedules. Identify the extent of the NLP involvement deemed necessary including key decision points at each stage of the project. Proposed deviations from the desired scope of services set forth above should be clearly noted and justified.</p> <p><b>Cost</b>  Provide a cost proposal for the scope of services including fixed-costs fees, expenses, reimbursable costs, and any other anticipated expenses.</p> <p><b>Subcontractors</b>  Identify all subcontractors that are proposed to be used on this project, if any.  For each subcontractor list the products and/or services to be supplied and the percentage of the overall scope of work that will be performed</p>		
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<p>by that subcontractor.</p> <p><b>Insurance</b>  List all relevant insurance policies and coverage amounts carried by the company. The selected consultant will be required to submit evidence of, and comply with, all insurance requirements deemed necessary by the NLP Top Management.</p> <p><b>References</b>  Provide a list, including contact name and complete contact information, or at least three clients the company has contracted with within the past four years who can verify the company’s ability to provide the scope of services requested.</p> <p><b>Performance Guarantee</b>  If your company provides a performance guarantee, describe the terms and conditions under which the guarantee applies.</p> <p><b>V. SELECTION PROCESS</b>  The PMEC, in preparation for a recommendation to the Director, will evaluate proposals considering factors including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Completeness and quality of response</li> <li>• Ability to meet requested service needs</li> <li>• Experience in conducting strategic planning processes</li> <li>• Expertise and availability of key project personnel</li> <li>• Total cost to NLP</li> <li>• References from no less than three clients</li> </ul> <p>Selection will be based on the qualifications of the company and assigned personnel and on the quality of the proposal. Selection will not be based solely on cost. NLP reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of</p>		
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<p>this Request for Proposal at any time prior to awards.</p> <p><b>VI. PROFESSIONAL FEE</b></p> <p>The NLP will pay the consultant a professional fee in the amount of <b>Two Hundred Thousand Pesos (P200,000.00)</b>, subject to mandatory government tax.</p> <p>Payment of professional fees shall be made upon submission and acceptance of final outputs and the issuance of certificate of acceptability by the NLP and in accordance with the schedule agreed upon and stipulated in the contract of service signed by the contractor and the NLP.</p>		
	<b>TOTAL ABC</b>	<b>200,000.00</b>

Submit your quotation duly signed by you or your representative together with the following documentary requirements:

- 33.3.1. Income/ Business Tax Returns (2020)
- 33.3.2. Mayor's/Business Permit (2021)
- 33.3.3. PhilGEPS Certificate of Registration

Bidding is restricted to Filipino citizens/sole proprietorship, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

Contract/delivery schedule is within Ten (10) days upon received of Notice to Proceed.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. National Library of the Philippines shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice

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to other courses of action and remedies open to it.

For further information, please refer to:

**MARIE JOY H. BESTOIR**

**ELEANOR C. SIYANG**

**PHIL MARC JACINTO**

BAC Secretariat

T.M. Kalaw St., Ermita, Manila

Tel. No. 5336-7200 loc. 406 / 412

Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **April 21, 2021, 5:00 pm**. Aside from the electronic copy of your original financial bid offer and documentary requirements, please email also an excel (.xlsx) format of your financial bid offer.

The NATIONAL LIBRARY OF THE PHILIPPINES reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**Sgd.SUSAN J. FETALCO**  
BAC Chairperson

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