



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

REQUEST FOR QUOTATION

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites bidders / suppliers to bid for the **Procurement of Training Course on International Audit based on ISO 19011: 2018 for Quality Management System and ISO 9001: 2015**. Bids received in excess of the **Approved Budget Contract(ABC)** of (PHP **100,000.00**) shall be automatically rejected at bid opening.

Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot	Training Course on International Audit based on ISO 19011: 2018 for Quality Management System and ISO 9001: 2015 preferably within April 27-3, May 3-4, 2021 for at least 15 pax or more	1	100,000.00	100,000.00
	1. This training course will cover the following subjects:			
	a. ISO 19011:2018			
	b. Changes Summary			
	c. Planning & Preparation of Audit Activities			
	d. Terms & Definitions			
	e. Audit Principles & Personal Behaviours			
	f. Audit Programme Risks & Opportunities			
	g. Roles & Responsibilities			
	h. Audit Objectives, Scope & Criteria			
	i. Planning the Audit			
	j. Conducting the Document Review			
	k. Conducting the Audit			
	l. The Audit Report			
	m. Closing the Audit			
	Specifications:			

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
 +632 336-7200 | +632 310-5035 loc 212
 web.nlp.gov.ph | bac@nlp.gov.ph





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	1. Payment Terms: Sent bill/ Government Terms			
	2. Bidder is preferably within Metro Manila			
	3. Bidder will provide:			
	the soft copy (in pdf file) of training materials for reproduction by the client based on the number of participants			
	Facilitator			
	Certificate of Attendance/ Completion			
	Feedback Mechanism			
	4. NLP will provide:			
	Meeting App			
	Reproduction of Training Materials			
	Other logistics needed			
			TOTAL	100,000.00

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 to other courses of action and remedies open to it.

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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 27, 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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