



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 **Hiring of Writer/Editor for the ASEAN-COCI Project Publication**. Bids received in excess of the **Approved Budget Contract of (Php94,000.00)** shall be automatically rejected at bid opening.

| Unit | Item Description | Quantity | Unit Cost | Total Cost |
|------|---|----------|-----------------------------|------------------------------------|
| | <p>Writer/editor for the publication of the expected output of ASEAN Capacity Building in Library Services: Re-framing Libraries, Setting the New Normal (November 17-19, 2021) via Zoom</p> <p>Responsible in the content of “Library Services Framework for ASEAN Region” as the expected output of the activity.</p> <p>Document discussions to capture relevant information for the expected output.</p> <p>Deliver the expected output on date determined by the Publication Committee.</p> <p>Attend meetings and tech-run rehearsals as needed and necessary</p> <p>Criteria for selection of Writer/Editor</p> <p>Editor shall be selected by the Publication Committee ASEAN-COCI Project Team based on the following criteria:</p> <ul style="list-style-type: none">● Has working experience as Writer/Editor● High written skills in English● Has good command of the English language and has strong editing/proofreading skills● Must have hands on experience with MS Office (MS Word or Publisher) | 1 | (1,958.33US\$) 94,000.00 | (1,958.33US\$) 94,000.00 |
| | | | TOTAL | (1,958.33US\$) 94,000.00 |



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

- Latest Income/ Business Tax Returns
- Tax Clearance/Certificate
- Mayor's/Business Permit
- 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.

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
Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **October 29, 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