



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

REQUEST FOR QUOTATION

Date: 03 August 2022

RFQ No.: 11-2022-B

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure **Travel Agency Services for the Philippine Public Library Leaders' Conversation (PPLLC) Accommodation and Transportation of Delegates and Organizers (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 08 August 2022 at 3:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.
Latest Income / Business Tax Return	Manually filed tax returns or filed through the EFPS

For any clarification, you may contact us at telephone no. (02) 5336-7200 local 406 or 412 or email address at 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.
- (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.



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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:

Travel Agency Services for the Philippine Public Library Leaders' Conversation (PPLLC) Accommodation and Transportation of Delegates and Organizers (LOT Bidding)			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Travel agency for banquet package, hotel accommodation, and transportation for 5-day face-to-face meeting for the PPLLC policy development overview; and half-day awarding ceremony for the Gawad ng Parangal sa Natatanging Propesyonal na Tagapangasiwa at Tagapaglingkod ng Pamublikong Aklatan with the following specifications:			
Travel agency must have the following: 1. Must be accredited by the Philippine Department of Tourism (PDOT) 2. Must be willing to provide services on send-bill arrangement 3. Has actual experience in handling conventions and conferences 4. Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination. 5. Provision of first aid medical kit or hygiene kit for the participants. 6. Provision for tour coordinator to monitor the guests and assist in the implementation of the whole program from start to finish 7. Air-conditioned vehicle with comfortable seating 8. Seating capacity: 22 seats for coaster; 10 seats for van 9. Must include toll fees, driver, gasoline, meals and accommodation of driver 10. Must not be travelling on coding days			
Banquet for the following dates and specifications: 14 August, Sunday (Ingress) <ul style="list-style-type: none"> • 6 persons- AM snacks • 12 persons- Lunch • Meeting room for 12 persons • Hotel vehicle service from airport • 40 persons- PM snacks, dinner • Hotel function room for 40 persons <ul style="list-style-type: none"> ◦ strong wifi connectivity ◦ 6 round tables ◦ 5-8 chairs each ◦ white screen and LCD projector for presentation ◦ podium ◦ audio component ◦ 3 wireless microphone ◦ papers and pencils ◦ complimentary water, coffee and tea • Hotel accommodation for twin sharing good for 40 persons 15-19 August, Monday to Friday <ul style="list-style-type: none"> • 50 persons- Breakfast, AM snacks, Lunch, PM Snack • Hotel accommodation for twin sharing good for 40 persons • Hotel accommodation (solo rooms) for 5 persons 			





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<ul style="list-style-type: none"> • Hotel function room for 50 persons <ul style="list-style-type: none"> ◦ strong wifi connectivity ◦ 6 round tables ◦ 5-8 chairs each ◦ white screen and LCD projector for presentation ◦ podium ◦ audio component ◦ 3 wireless microphone ◦ papers and pencils ◦ complimentary water, coffee and tea • Hotel accommodation for twin sharing good for 40 persons <p>20 August, Saturday (Egress)</p> <ul style="list-style-type: none"> • 35 persons- breakfast • Hotel vehicle service to airport • 6 persons- AM snacks • 12 persons- Lunch • Meeting room for 12 persons <p>Hotel must be around Manila; quotation should be in per pax amount; quotation should include meal courses</p>			
<p>19 August, Friday 2pm-9pm (same hotel)</p> <ul style="list-style-type: none"> • 120 persons- Dinner Banquet • Hotel function room for 120 persons <ul style="list-style-type: none"> ◦ strong Wi-Fi connectivity ◦ 12 round tables ◦ 10 chairs each ◦ white screen and LCD projector for presentation ◦ podium ◦ audio component ◦ 3 wireless microphone ◦ complimentary water, coffee and tea 			
<p>14 August, Sunday, preferably arriving in MNL after 1200H</p> <ul style="list-style-type: none"> • Airfare from the following origins: <ul style="list-style-type: none"> ◦ Butuan, Agusan Del Norte (1 person) ◦ Zamboanga city (2 persons) ◦ Bacolod city (1 person) ◦ Puerto Princesa city (1 person) ◦ Cagayan de Oro city, Misamis Oriental (1 person) ◦ Davao city (2 persons) ◦ Sorsogon city (1 person) ◦ Tuguegarao city (1 person) ◦ Tagbilaran city (1 person) ◦ Laoag city (1 person) 			
<ul style="list-style-type: none"> • Land service from the following origins: <ul style="list-style-type: none"> ◦ Genesis Bus Terminal, Cubao, Quezon city (1 person) ◦ Bataan Transit Bus Terminal, Cubao, Quezon city (1 person) ◦ Victory Liner Bus Terminal, Cubao, Quezon city (4 persons) ◦ Jam Liner Bus Terminal, Buendia, Pasay city (1 person) ◦ Sahulog Bus Terminal, Baclaran, Pasay city (2 persons) 			





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<ul style="list-style-type: none"> ◦ Genesis Bus Terminal, Buendia, Pasay city (2 persons) ◦ Five Star Bus Terminal, Buendia, Pasay city (2 persons) ◦ A. Bragais Bus Terminal, Buendia, Pasay city (1 person) 			
<p>20 August, Saturday, preferably departing MNL before 1200H</p> <ul style="list-style-type: none"> • Airfare to the following destinations: <ul style="list-style-type: none"> ◦ Butuan, Agusan Del Norte (1 person) ◦ Zamboanga city (2 persons) ◦ Bacolod city (1 person) ◦ Puerto Princesa city (1 person) ◦ Cagayan de Oro city, Misamis Oriental (1 person) ◦ Davao city (2 persons) ◦ Sorsogon city (1 person) ◦ Tuguegarao city (1 person) ◦ Tagbilaran city (1 person) ◦ Laoag city (1 person) • Land service to the following terminals: <ul style="list-style-type: none"> ◦ Genesis Bus Terminal, Cubao, Quezon city (1 person) ◦ Bataan Transit Bus Terminal, Cubao, Quezon city (1 person) ◦ Victory Liner Bus Terminal, Cubao, Quezon city (4 persons) ◦ Jam Liner Bus Terminal, Buendia, Pasay city (1 person) ◦ Sahulog Bus Terminal, Baclaran, Pasay city (2 persons) ◦ Genesis Bus Terminal, Buendia, Pasay city (2 persons) ◦ Five Star Bus Terminal, Buendia, Pasay city (2 persons) ◦ A. Bragais Bus Terminal, Buendia, Pasay city (1 person) 			
Delivery Period: August 12, 2022			





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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 feeshall 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.

Travel Agency Services for the Philippine Public Library Leaders' Conversation (PPLLC) Accommodation and Transportation of Delegates and Organizers (Lot Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Eight Hundred Eighty Thousand Pesos (Php880,000.00)	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

