



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

**REQUEST FOR QUOTATION**

Date: 09 September 2022  
RFQ No.: 16-2022-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 to Handle PLLC Organizers and Committee Members' Meals and Accommodation in Davao City (LOT bidding)** 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 13 September 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
<b>Copy of 2022 Mayor's or Business Permit</b>	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 <b>after award of contract but before payment.</b>
<b>Notarized Omnibus Sworn Statement</b> <b><u>(GPPB-Prescribed Form)</u></b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract but before payment.</b>
<b>Latest Income / Business Tax Return</b>	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](mailto:bac@nlp.gov.ph).

(Digitally Sgd.)  
**MARICEL M. UREÑA**  
BAC Chairperson





**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 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.



**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>Travel Agency to Handle PPLLC Organizers and Committee members' Meals and Accommodation in Davao City (LOT Bidding)</b>			
<b>TECHNICAL SPECIFICATIONS / SCOPE OF WORK</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<p>Travel agency to handle meals and accommodation of committee members, speakers, and organizers of the 5-day face-to-face policy writeshop for the Philippine Public Library Leaders' Conversation in Davao City</p> <p>Travel Agency must be 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 send-bill arrangement</li> <li>3. Has actual past Experience in handling NLP or PPLLC activities</li> <li>4. Provision of first aid medical kit or or hygiene kit for the participants.</li> <li>5. Provision for tour coordinator to monitor the guests and assist in the implementation of the whole program from start to finish.</li> </ol>			
<p><b>18 September, Sunday (Ingress)</b></p> <p>Lunch for the 10 pax            PM snack for the 43 pax            Dinner for 43 pax</p> <p><b>For September 18-22:</b></p> <p>18 Twin rooms sharing            7 Solo rooms</p> <p><b>For 19-21 September (Monday-Wednesday) for 43 pax:</b></p> <p>Breakfast            AM snack            Lunch            PM snack            Dinner</p> <p><b>22 September, Thursday (Egress)</b></p> <p>Breakfast for 43 pax            Am snack for 12 pax            Lunch for 12 pax</p>			
<b>Delivery Period: September 16, 2022</b>			





**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 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 to Handle PPLLC Organizers and Committee Members' Meals and Accommodation in Davao City (Lot Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<p><b>Seven Hundred Sixty Nine Thousand Pesos (P769,000.00)</b></p>	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p> <p>_____</p>

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

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

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

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

