



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 **Supply and Delivery of 2nd Convention of Provincial Librarians and Leadership Training-Workshop**. Bidding will be through Lot Item Bidding. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ITEM DESCRIPTION	QUANTITY	UNIT OF ISSUE	TOTAL COST
Catering Services on August 14-16, 2019 for the 2 nd Convention of Provincial Librarians and Leadership Training-Workshop	118	PAX	150,000.00
<p>Scope of Service: The service provider should be able to provide food and drink, together with table, chairs and buffet set-up, with the following specification:</p> <p>General Requirements:</p> <ol style="list-style-type: none">Price quotation for the catering services for the whole event on: August 14-16, 2019. Estimated Number of Person: 118pax/dayFoods to be served are AM snacks, lunch and PM snacks with flowing coffee for the whole day event.Inclusive of tables and chairs set-upMust willing to cater in the National Library of the Philippines.Price quotation should be denominated in the Philippine peso and inclusive of 12% VAT and all applicable taxes and charges. Price validity shall be for a period of three hundred sixty (360) calendar days. <p>Specific Requirements: The Service provider shall provide the following meal requirements for noted estimated number of persons per event date in General Requirements #1</p> <ol style="list-style-type: none">Plated AM snacks –to be served at 9:00 am; heavy snacksBuffet Lunch –to be served at 11:30am must include soup, rice, vegetable viand and two (2) meat viands (e.g. seafood, beef, chicken) dessert and one round of drinks.Plated PM snacks –to be served at 3:00 pm; light snacks.Free flowing coffee with provision for water station throughout the function.Proposed menu shall be included in the bid documents.Actual menu shall be subject to the approval of the Public Libraries Division. <p>Payment Scheme: The payment will be done through send bill arrangement to be processed after the provision of the Statement of Account Addressed to the National Library of the Philippines.</p>			
TOTAL:			150,000.00

Please quote your best offer.

Submit your quotation duly signed by you or your representative and of the following eligibility requirements not later than Seven (7) days:

- Latest Tax Clearance Certificate
- PhilGEPS Certificate of Registration



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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 Fifteen (15) 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:

RICA JANE SANTOS
RHODORA JULIAN
PHIL MARC JACINTO
BAC Secretariat
T.M. Kalaw St., Ermita, Manila
Tel. No. 336-7200 loc. 107/403/309

Sealed Bids must be delivered to the address above on or before **July 11, 2019, 5:00 pm**. Late bids shall not be accepted.

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.

ARLENE S. DE CASTRO
BAC Chairperson