



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 **Procurement on Hotel Banquet Packages or Catering Services for National Library of the Philippines - Public Libraries Division Planning and Training**. Bidding will be through Lot Item Bidding. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Quantity	Unit of Issue	Item Description	Estimated Cost
<b>LOT 1</b>			
20	pax	<b>Banquet Package for Three-day Planning of Locally Funded Programs and PLD on <i>October 7-9, 2020</i></b> inclusive of the following:  October 7-9, 8 Twin Sharing Room  <b>Banquet Requirement:</b> October 7: 20 Persons (AM, PM Snacks, Lunch and Dinner) October 8: 20 Persons (AM, PM Snacks, Lunch and Dinner) October 9: 20 Persons (AM, PM Snacks, Lunch and Dinner)  <ol style="list-style-type: none"><li>1. Hotel function room good for 20 persons</li><li>2. One (1) LCD Projector w/ screen</li><li>3. Welcome signage (Tarpaulin)</li><li>4. Wifi Connectivity</li><li>5. Papers and Pencils</li><li>6. Basic Sound System with 3 microphones</li><li>7. Complimentary water, coffee &amp; tea</li></ol> <b>Location of the Hotel must be around Manila.</b> <b>Quotation should be in per pax amount.</b> <b>Quotation should include meal courses</b>	<b>100,000.00</b>
		<b>Subtotal:</b>	<b>100,000.00</b>



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**LOT 2**

Quantity	Unit of Issue	Item Description	Estimated Cost
100	pax	<p><b>Catering Services for the 2-day Congressional District and City Librarians/ Public Library Personnel Convention to be held at National Library of the Philippines, Ground Floor on <i>October 29-30, 2020.</i></b></p> <p><b>Scope of Service:</b> The service provider should be able to provide food and drink, together with table, chairs and buffet set-up, with the following specifications:</p> <p><b>General Requirements:</b></p> <ol style="list-style-type: none"><li>1. Price quotation for the catering services for the 2-day event</li><li>2. Estimated Number of Persons: 100 pax/ per day</li><li>3. Food to be served are AM Snacks, Lunch and PM Snacks with flowing coffee for the 2-day event</li><li>4. Inclusive of tables and chairs set-up</li><li>5. Must be willing to cater in the <i>National Library of the Philippines</i></li><li>6. Price quotation should be denominated in the Philippine peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of three hundred sixty (360) calendar days.</li></ol> <p><b>Specific Requirements:</b></p> <p>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"><li>1. Plated AM Snacks- to be served at 9:00 am; heavy snacks</li><li>2. Buffet Lunch - to be served at 11:30 am must include soup, rice, vegetable viand, and two (2) meat viands (e.g. seafood, beef, chicken) dessert, and one round of drinks</li><li>3. Plated PM Snacks - to be served at 3:00 p.m. light snacks</li><li>4. Free flowing coffee with provision for water station, throughout the function</li><li>5. Proposed menu shall be included in the bid documents</li><li>6. Actual menu shall be subject to the approval of the Public Libraries Division.</li></ol> <p><b>Payment Scheme:</b></p> <p>The payment shall be done through a send bill arrangement, to be processed after the provision of the Statement of Account Addressed to the National Library of the Philippines.</p>	<b>100,000.00</b>
		Subtotal:	100,000.00



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**LOT 3**

Quantity	Unit of Issue	Item Description	Estimated Cost
120 120	Pax pax	<p><b>Catering Services for the 3-Day Orientation and Training Workshop on Essential Skills for Public Library Personnel with Back-to-Back KOHA Integrated Library System Training on July 22-24, 2020 and on November 20-22, 2020 to be held at National Library of the Philippines, Ground Floor.</b></p> <p><b>Scope of Service:</b> The service provider should be able to provide food and drink, together with table, chairs and buffet set-up, with the following specifications:</p> <p><b>General Requirements:</b></p> <ol style="list-style-type: none"><li>1. Price Quotation for the catering services for the whole day event</li><li>2. Estimated Number of Persons: 120 pax/per day</li><li>3. Food to be served are AM Snack, Lunch and PM Snacks with flowing coffee for the whole day event</li><li>4. Inclusive of tables and chairs set-up</li><li>5. Must be willing to cater in the National Library of the Philippines</li><li>6. Price quotation should be denominated in the Philippine peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of three hundred sixty (360) calendar days.</li></ol> <p><b>Specific Requirements:</b></p> <p>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"><li>1. Plated AM Snacks- to be served at 9:00 am; heavy snacks</li><li>2. Buffet Lunch - to be served at 11:30 am must include soup, rice, vegetable viand, and two (2) meat viands (e.g. seafood, beef, chicken) dessert, and one round of drinks</li><li>3. Plated PM Snacks - to be served at 3:00 p.m. light snacks</li><li>4. Free flowing coffee with provision for water station, throughout the function</li><li>5. Proposed menu shall be included in the bid documents</li><li>6. Actual menu shall be subject to the approval of the Public Libraries Division.</li></ol> <p><b>Payment Scheme:</b></p> <p>The payment shall be done through a send bill arrangement, to be processed after the provision of the Statement of Account Addressed to the National Library of the Philippines.</p>	<b>300,000.00</b>
		Subtotal:	300,000.00
		<b>TOTAL</b>	<b>500,000.00</b>



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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:

1. Latest Tax Clearance Certificate
2. 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:

**CHONA S. GALO**  
**IRA B. ALBALOS**  
**PHIL MARC JACINTO**  
BAC Secretariat  
T.M. Kalaw St., Ermita, Manila  
Tel. No. 336-7200 loc. 210/212  
Email: bac@nlp.gov.ph

Bids must be Submitted to NLP BAC on or before **March 9, 2020 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.

**Sgd. SUSAN J. FETALCO**  
BAC Chairperson