



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

REQUEST FOR QUOTATION

Date: March 27, 2024

RFQ No.: 16-2024-A

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Procurement of Service for the Reassessment to NLP ISO 9001:2015 QMS (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 April 8, 2024 at 4:00 PM.**

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

Document	Remarks
PhilGEPS Registration	A copy of Platinum Certificate or Red Membership.
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted before award of contract.
Notarized Omnibus Sworn Statement <u>(GPPB-Prescribed Form)</u>	Supported by Secretary's Certificate or Special Power of Attorney, if necessary.

For any clarification, you may contact us at telephone no. (02) 5314-2100 local 406 / 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 complete 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be



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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:

Procurement of Service for the Reassessment to NLP ISO 9001:2015 QMS (LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance
Lot	<p>Reassessment to NLP ISO 9001: 2015 for Quality Management System No. of Personnel: 209 Requirements:</p> <ul style="list-style-type: none"> • The CERTIFICATION BODY is, at the minimum, a Department of Trade and Industry – Philippine Accreditation Office (DTI-PAO) Accredited Certification Body with PNS ISO/IEC 17021:2011 to provide Quality Management Systems (QMS) certification to ISO 9001:2008 for L75: Public Administration scope. • The CERTIFICATION BODY must have at least five (5) years ISO 9001 auditing experience • The CERTIFICATION BODY shall conduct Pre-Audit • The CERTIFICATION BODY shall conduct ISO 9001:2015 Certification Audit of the NLP QMS being implemented by all the Processes/Division/Offices (P/D/O) in the Institution and issue the corresponding Certificate for the purpose. The following processes shall be covered by the audit procedure: <p>I. Management Process a. Office of the Directors</p> <p>II. Core Processes a. Acquisition Process 1. Collection Development Division 2. Copyright Division b. Preservation and Conservation 1. Filipiniana Division c. Access 1. Reference Division 2. Public Libraries Division 3. Filipiniana Division d. Production 1. Research and Publications Division 2. Catalog Division 3. Bibliographic Services Division 4. Public Libraries Division</p> <p>III. Support Processes a. Procurement Management 1. Supply Section, FAD 2. Procurement Section, FAD b. Human Resource Management</p>	1	





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	<p>1. Human Resource, FAD</p> <p>c. Financial Management</p> <p>1. Budget Section, FAD</p> <p>d. Physical Resources Management</p> <p>1. Maintenance Section, FAD</p> <p>e. Documentation Management and Maintenance and Retention of Documented Information</p> <p>1. Records Section, FAD</p> <p>f. Information and Communication Technology Management</p> <p>1. Information Technology Division</p> <ul style="list-style-type: none">• The CERTIFICATION BODY shall have adequate technical and Management capability in conducting the audit• The CERTIFICATION BODY shall have the capacity to deploy the necessary number of key experts per unit area• The CERTIFICATION BODY shall submit necessary documents:<ol style="list-style-type: none">1. Pre-Audit Plan, Completion of Pre-Audit Report2. Document Review Report3. Audit Plan, Completion of Initial Audit, Audit Report4. Issuance of ISO 9001:2015 Certificate to the NLP valid for 3 years, 2024-2027• The CERTIFICATION BODY shall conduct 1st and 2nd Surveillance Audits• Upon completion of Audit activities, the CERTIFICATION BODY shall submit: Completion and Submission of Audit Surveillance Report of 1st and 2nd Surveillance Audits• The CERTIFICATION BODY shall coordinate with the NLP overall Quality Management System (QMS) Leader on all matters relating to the contract implementation• The CERTIFICATION BODY or any person/entity connected to the NLP certification audit shall maintain strict confidentiality of the final audit results and shall disclose the same only upon clearance of NLP Overall QMS Leader• The CERTIFICATION BODY shall, within fifteen (15) days from the end of contract, turn over to the NLP Overall QMS Leader all documents pertaining to the implementation of this project, such as, but not limited to, pending documentary requests within its custody or control or within the custody or control of any person/entity operating on its behalf.		
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	Quotation should be VAT inclusive and valid for 3 months. Date of Initial Audit may be changed. Target Date: Within the first week of September 2024		
Delivery schedule: Within the second semester of 2024 / 7 days upon receipt of PO			





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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 fee shall 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.

Procurement of Service for the Reassessment to NLP ISO 9001:2015 QMS (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Thousand Pesos (300,000.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

