




**NATIONAL LIBRARY OF THE  
PHILIPPINES**

**QM ANNEXES-  
ANNEX 4**


**List and Control of External  
Providers**

 <p><b>NATIONAL LIBRARY OF THE PHILIPPINES</b> T.M. Kalaw Street, Ermita, Manila, 1000 Philippines</p> <p><b>LIST AND CONTROL OF EXTERNAL PROVIDERS</b></p>	<b>Ref No.</b>	<b>ANNEX 4</b>
	<b>Date of Effectivity</b>	<b>1 December 2017</b>
	<b>Revision No.</b>	<b>0</b>
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## Control of External Providers Matrix

### A. Purchase of Products and Services

<b>Products and Services</b>	<b>Controls</b>	<b>Responsible Unit</b>
Office Supplies and Equipment	Supplier eligibility requirements Quality inspection and acceptance Contract/Purchase order provisions on the delivery period	Bids and Awards Committee Inspection Committee Property Section, Finance and Administrative Division Collection Development Division
Consulting Services	Contract/ Terms of Reference Accomplishment Report Performance Evaluation	Office of the Directors Human Resource Management Section, Finance and Administrative Division Information Technology Division Catalog Division Public Libraries Division Filipiniana Division Collection Development Division
Security Services	Performance Evaluation Contract Review Regular monitoring of the FAD on the security services	Office of the Directors Finance and Administrative Division
Janitorial Services	Accomplishment Report Contract Review Regular monitoring of the FAD on the janitorial services	Finance and Administrative Division as oversight All Divisions

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Catering Services	Food tasting Contract Review	All Divisions concerned
Maintenance of Equipment	Contract Review Inspection of provided services by the Inspection Committee on the status of NLP transportation vehicles, machines and other equipment for general use	Property Section, Finance and Administrative Division
ICT Infrastructure	Billing Statements Contract Agreement Contract Review Regular monitoring by ITD on the status of ICT equipment, use, and other consumables	Finance and Administrative Division Information Technology Division
Legal Services	OSG Billing statements Contract Review Accomplishment Report Verification activities by Office of the Directors	Office of the Directors
Courier Services	Billing Statements	Records Section, Finance and Administrative Division
Medical/Dental Services	Billing Statements Contract Review Letter of Authorization/ Letter of Authorization for Dental Treatment Verification activities by HRM Section	Human Resources Management Section, Finance and Administrative Division

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**B. Rental of Facilities**

Facilities and Equipment	Controls	Responsible Unit
Hotel Accommodations	Canvass Contract Evaluation of the establishment following the parameters provided by RA 9184 on the procurement of venue by BAC Feedback to end-users on the assessment of facilities by BAC	All Divisions concerned BAC