



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BIDS AND AWARDS COMMITTEE

BIDDING DOCUMENTS

for the

EXHIBITION & FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)

(Philgephs Reference No. 9630732)

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Section I. Invitation to Bid



INVITATION TO BID FOR

EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)

1. The ***NATIONAL MUSEUM OF THE PHILIPPINES***, through the *GAA FY 2023 intends* to apply the sum of **Thirty-Seven Million Eighty Hundred Ninety-One Thousand One Hundred Seventy Pesos and Forty-Six Centavos (Php 37,891,170.46)** being the ABC to payments under the project mentioned above. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***NATIONAL MUSEUM OF THE PHILIPPINES*** now invites bids for the above Procurement Project. Delivery of the Goods and Services is required within **One Hundred Seventy (170) Calendar Days**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, 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 No. 5183.
4. Prospective Bidders may obtain further information from the ***NATIONAL MUSEUM OF THE PHILIPPINES BIDS AND AWARDS COMMITTEE*** and inspect the Bidding Documents at the address given below from ***Mondays – Fridays from 9:00 A.M.- 3:30 P.M.***
5. A complete set of Bidding Documents may be acquired by interested Bidders on **4 April 2023** from the given address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of* **Twenty-Five Thousand Pesos (Php 25,000.00)** The Procuring Entity shall

allow the bidder to present its proof of payment for the fees *in person, or through electronic means*.

6. The ***NATIONAL MUSEUM OF THE PHILIPPINES*** will hold a Pre-Bid Conference on **12 April 2023, 10:30 A.M.** at the address given below which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below. **LATE BIDS SHALL NOT BE ACCEPTED.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **26 April 2023, 9:30 A.M.** at the address given below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***NATIONAL MUSEUM OF THE PHILIPPINES*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Edwin J. dela Rosa
Head-BAC Secretariat
2nd Floor, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool)
Padre Burgos Street, Manila 1000
Website: www.nationalmuseum.gov.ph
Tel. No. 8298-1100 Local 1014
Email: nationalmuseumbac@yahoo.com
bac@nationalmuseum.gov.ph

(SGD)

ATTY. MA. ROSENNE M. FLORES-AVILA

Chairperson

Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, the ***National Museum of the Philippines*** wishes to receive Bids for the **EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu city)**, with identification number ***NMPBAC-PB-2023-04-01***.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***GAA FY 2023*** in the amount of **Thirty-Seven Million Eighty Hundred Ninety-One Thousand One Hundred Seventy Pesos and Forty-Six Centavos (Php 37,891,170.46)**.

2.2. The source of funding is: ***NGA, the General Appropriations Act or Special Appropriations***

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. ***Foreign ownership exceeding those allowed under the rules may participate pursuant to:***
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;***
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;***
 - iii. When the Goods sought to be procured are not available from local suppliers; or***
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.***
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.***
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: ***Subcontracting is not allowed.***

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within ***the period as provided in paragraph 2 of the IB*** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: ***Philippine Pesos.***

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

¹

- 14.2. The Bid and bid security shall be valid until ***One Hundred Twenty (120) calendar days***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In case, the Bid security as required by ITB Clause 15 shall be submitted for each lot or item separately.
- 19.3 The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4 The Project shall be awarded as follows: ***One Project having several items that shall be awarded as one contract.***
- 19.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,)the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause									
5.3	For this purpose, contracts similar to the Project shall be: a. Installing exhibition in museum or other related projects b. Completed within within <i>the period as provided in paragraph 2 of the IB</i> prior to the deadline for the submission and receipt of bids.								
7.1	<i>Subcontracting is not allowed.</i>								
14.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <i>two percent (2%) of ABC</i> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.								
19.3	The description of the lot(s) or items indicated below. <table><tr><td>Lot No.</td><td>Procurement Project</td><td>Approved Budget for the Contract</td></tr><tr><td>1</td><td>EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)</td><td>Php 37,891,170.46</td></tr></table>			Lot No.	Procurement Project	Approved Budget for the Contract	1	EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)	Php 37,891,170.46
Lot No.	Procurement Project	Approved Budget for the Contract							
1	EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)	Php 37,891,170.46							

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be

conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>"The delivery terms applicable to this Contract are delivered to the place of destination indicated in the Annex "C" Terms of Reference. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is Cyril A. Santos, Administrative Officer V.</p> <p>.Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> Performance or supervision of on-site assembly and/or start-up of the supplied Goods; Furnishing of tools required for assembly and/or maintenance of the supplied Goods; Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this Contract; Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. For additional incidental service requirements indicated in the Annex "C" Terms of Reference

	<p>The Contract price for the Goods shall include the price charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross Weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named</p>

	<p>place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
2.2	<p>The terms of payment.</p> <p>**Note: Kindly refer to the Terms of Reference ("Annex C") of the project for the Terms of Payment</p>
4	<p>The inspections,</p> <p>**Note: Kindly refer to the Terms of Reference ("Annex C") of the project for the Inspections of Goods</p>

Section VI. Schedule of Requirements

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Procurement Project	Delivered, Weeks/Months
1	EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)	One Hundred Seventy (170) Calendar Days

*Note: For full details of the above-mentioned project, kindly refer to the Terms of Reference (Annex C of the Bidding Documents)

Section VII. Technical Specifications

Technical Specifications

Procurement Project	Statement of Compliance																		
EXHIBITION FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (National Museum of the Philippines Cebu City)																			
<div>I.Project Framework</div> <div>This Project has three (3) parts:</div> <div><u>Part 1: Preparation of Detailed Exhibition Designs (DEDs)</u></div> <div>Currently, the NMP Curatorial Team has general layouts for the proposed exhibitions as the basis for this project and exhibition design development is ongoing. Detailed Exhibition Designs (DED) are the final illustrated outputs of the design development processes and are crucial for the proper implementation of this Project. Here, all designs of identified exhibition components are finalized and are aligned with NMP’s branding. For this Project, the NMP Curatorial Team prefers to create the designs in-house, and is being headed by the Exhibitions, Editorial and Media Productions Division (EEMPSD).</div> <div>At present, the EEMPSD has limited equipment and staff to cover six (6) to seven (7) exhibitions simultaneously. To provide quality design services to other NMP Curatorial Team members and to produce DEDs of the exhibitions, EEMPSD needs additional ICT equipment with official software subscriptions, supplies, and materials. Accordingly, the EEMPSD is already in the process of hiring additional three (3) Contract of Service personnel who are expected to report to work by the first week of April 2023.</div> <div>This part of the Project will require the Contractor to deliver and supply ICT equipment that will allow the NMP Curatorial Team in preparing and submitting detailed plans, layouts, designs, and technical drawings (whichever applicable) of the following components of the exhibitions rendered in two- and three- dimensional platforms:</div> <div>a. General exhibition gallery/ space with the following proposed subject themes and floor areas:</div> <table><tr><th>Gallery Number/ Exhibition Space</th><th>Exhibition Subject/ Theme</th><th>Floor Area (in m²)</th></tr><tr><td>Gallery 1</td><td>Natural History of Cebu</td><td>329.34</td></tr><tr><td>Gallery 2</td><td>Prehistory of Cebu</td><td>160.23</td></tr><tr><td>Gallery 3</td><td>Maritime Culture of Cebu</td><td>329.34</td></tr><tr><td>Gallery 4</td><td>The Philippine Center New York Fine Arts Collection</td><td>335.82</td></tr><tr><td>Gallery 5</td><td>The Life and Works of Cebuano Painter Martino Abellana</td><td>335.82</td></tr></table>	Gallery Number/ Exhibition Space	Exhibition Subject/ Theme	Floor Area (in m²)	Gallery 1	Natural History of Cebu	329.34	Gallery 2	Prehistory of Cebu	160.23	Gallery 3	Maritime Culture of Cebu	329.34	Gallery 4	The Philippine Center New York Fine Arts Collection	335.82	Gallery 5	The Life and Works of Cebuano Painter Martino Abellana	335.82	
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Gallery 5	The Life and Works of Cebuano Painter Martino Abellana	335.82																	

Reception Hall	The Architectural and Built Heritage of Cebu	262.50
Ground Floor Lobby	Various National Fine Arts Collection	337.50
TOTAL floor area (in m²)		2,090.55
<p>Customized microclimate display cases, pedestals, platforms with requirements for the long-term preventive conservation of objects and museum collections. Customized designs should strictly adhere with the prototypes being used by the NMP in existing exhibitions such as, but not limited to the models specified in the general exhibition layouts described in ANNEX A.</p> <p>c. Required graphic and visual materials, and print components of the exhibitions such as, but not limited to:</p> <ul style="list-style-type: none">a. text panels;b. maps;c. captions;d. collection/ object labels;e. photographic/ visual wall collages;f. illustrated scientific reconstruction of museum collections;g. outdoor banners and printed advertisements;h. brochures;i. stand-alone pull-up banners;j. indoor signage;k. outdoor signage;l. way finders and guides;m. exhibition directory; andn. museum guide map. <p>The NMP Curatorial Team will provide all the necessary information, contents, design templates, and branding required for the designs and layouts of the abovementioned exhibition materials. EEMPSD staff shall be able to lead the exhibition design development and produce the necessary plans once equipped with the required hardware, software, supplies, materials, and professional assistants.</p> <p>For the first part of this Project, the Contractor is expected to supply and deliver to the EEMPSD the following:</p> <ol style="list-style-type: none">1. two (2) units of high range portable computers (laptops) with specifications strictly appropriate for creating two- and three-dimensional graphic and architectural design, and multi-media contents; with installed up-to-date design software (official subscription for one (1) year, renewable annually; preferably Adobe		

<p>Creative Suite and SketchUp 3D modeling software); ready-to-use and suited for travel and use at outdoor locations;</p> <ol style="list-style-type: none">seven (7) units of 5 terra byte (TB) external and portable data storage, one unit for every exhibition proposed;seven (7) units of 32 giga byte (GB) portable data storage, USB flash drive, one unit for every exhibition proposed;one (1) unit of laser distance measure with the following specifications: Measuring range: 0.05 meters to 50 meters Precise measurement up to 50 meters Large, multiple angle HD display Quick, auto-calculation with real-time read outs With multiple functions: Max/Min/continuous measurement, displacement calculation, data storage Battery or battery charger included (whichever applicable); andfive (5) reams of A3-size minimum 100 GSM white paper. <p>To complete this project component, the NMP Curatorial Team are expected to submit to the Head of the Procuring Entity (HoPE) the following outputs:</p> <ol style="list-style-type: none">Detailed Exhibition Designs (DEDs) and floorplans following EEMPSD’s forms and formats, printed in A3-size paper with softcopies saved and backed-up in external storage devices;three-dimensional renders of exhibition layouts with detailed components;final technical drawings of all microclimate display vitrines, platforms, and pedestals; andlayouts of graphic/ visual and printed exhibition components as specified above. <p>This part of the Project will be completed once all designs and outputs mentioned have been approved by the HoPE.</p>	
<p><u>Part 2: Construction, Fabrication, Production, Printing, and Installation Works</u></p> <p>The second part covers the actual construction, fabrication, production, painting, finishing, delivery, and installation of hardware components that will strictly follow the DEDs produced in the first part of the Project. It also includes the supply and delivery of required construction and production materials of the proposed exhibitions at the gallery locations, as indicated in ANNEX B - LINE ITEM WITH DETAILED SCOPE OF WORK AND TECHNICAL SPECIFICATIONS.</p> <p>The Contractor for this Project is expected to supply, fabricate and/or produce, and deliver the following exhibition hardware components, and display and lighting systems described and illustrated in the general layouts of the exhibitions attached as ANNEX A, such as but not limited to the following:</p>	

<ol style="list-style-type: none">1. customized three-dimensional dioramas and artistic reconstructions of various museum collections;2. customized three-dimensional relief geographical/geological maps;3. customized three-dimensional architectural models;4. customized wall/ board panels;5. customized micro-climate showcases with tempered glass, customized dimensions, built-in lighting and dehumidifiers, and object mounting systems strictly following the prescribed designs in the DEDs;6. customized built-in vitrines;7. customized platforms;8. customized pedestals;9. customized risers/ plinths;10. hanging systems and mounting provisions for museum collections and museum labels such as but not limited to:<ol style="list-style-type: none">i. actual museum collectionsii. replica modelsiii. metal and fiberglass object holdersiv. platforms covered by acid-free and museum grade textile or matting materialsv. museum-grade containers for display (bottles, petri dishes, jars, etc.);11. customized frames, stretchers, glazing, and support for various museum art collections;12. customized mounts, braces, support, and stretchers for various printed materials;13. customized multi-media interactive displays, including both hardware and software;14. customized black-out blinds in identified galleries; and15. special lighting systems including the following:<ol style="list-style-type: none">i. lighting systems including rough-in, conduits, wiring, and fixtures for indoor general lighting in all exhibition galleries and spaces; andii. modular track bars and/or modular light structures and fixtures, preferably with dimmable track lights, and spotlights with 5° narrow to contour spots, for accent lighting of special pedestals, vitrines, and graphics and text panels as detailed in the DEDs of seven (7) exhibition galleries and areas covering a total of 2,091 square meters floor area. <p>All hardware components of the exhibitions must be made of high-quality, marine treated wood and composite materials (whichever applicable) with smooth finish and painted with at least three layers flat</p>	
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<p>or matte paint in color swatches indicated in the DEDs. Paints to be used must be water-based emulsion and odorless.</p> <p>The customized vitrines to be constructed and fabricated under this project need to be stable, sturdy, secure, and appropriately equipped with micro-climate devices such as dehumidifiers and must be carried out in consultation with the conservation management team. The showcases/vitrines are glass enclosed display cabinets with a contained space that isolates the inner environment from the outer environment and protects the collections/museum objects against pollutants, inclement weather, fluctuating temperature and humidity levels. It should provide accessible space for desiccants or absorbents; easy access for the maintenance of the objects on display or replacement of captions, labels and built-in light fixtures; as well as in cleaning the interior part of the glass panels.</p> <p>In addition, the Contractor for this part of the Project must also be able to supply, produce, deliver, and install the following graphics/visual multi-media and printed materials:</p> <ol style="list-style-type: none">1. multi-media panels made of various materials such as sticker decals, wood cut-outs, acrylic and backlit film materials;2. text and graphic panels printed on canvas in various and customized sizes;3. captions printed on sticker and mounted on 3mm sintra board with matte lamination in various sizes;4. object labels printed on sticker and mounted on 3mm sintra board with matte lamination in various sizes;5. indoor signage or way finders printed on sticker and mounted on 5mm sintra board with matte lamination in various sizes;6. gallery guides and location labels printed on sticker and mounted on 5mm sintra board with matte lamination in various sizes;7. outdoor banners printed on non-woven fabric material in customized sizes;8. outdoor post and panel signage printed on aluminum weather-resistant material;9. graphics/photographs printed on photographic backlit film or PVC material, preferably matte laminated, 1500mm x 850mm per piece; and10. A3-size brochures with museum guide map printed back-to-back on minimum 150 GSM matte laminated paper. <p>All supplies and materials for the production of the abovementioned multi-media and printed materials must be of the highest quality available and must be professionally handled, delivered, and installed at the gallery and display locations by the Contractor’s staff. Details and specifications of the items are specified in ANNEX B.</p> <p>The NMP follows international standards in the preventive conservation of national collections. As such, the NMP Curatorial Team for this Project will also require appropriate conservation supplies, materials, and</p>	
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<p>equipment in the handling, transport, installation, and preventive conservation of objects selected for the exhibitions. The Contractor for this part of the Project must be able to supply and deliver museum conservation supplies and materials specified in ANNEX B.</p> <p>Finally, in addition to the scope of work mentioned above, the Contractor for this part of the Project must be able to provide the following logistics and special services related to completion of museum exhibition productions and installations which will run for four (4) to five (5) months:</p> <ol style="list-style-type: none">1. professional transportation of various exhibition materials and museum collections as specified in the attached object lists from the NMP Central Complex, Ermita, Manila and other locations where museum objects shall be collected to the NMP Cebu City;2. professional translation services from English to Cebuano language;3. professional video-production and post-production services for various required audio-visual and multi-media presentations;4. professional painting of identified exhibition gallery walls with flat or matte paint with at least three (3) layers at the identified locations according to the color palettes to be indicated in the DEDs; and5. professional staff responsible for the coordination and implementation of all works mentioned above, who will work together with the EEMPSD and the NMP Curatorial Team in completing the proposed exhibitions.	
<p><u>Part 3: Procurement of room dehumidifiers for NMP Cebu City galleries and exhibition areas</u></p> <p>Apart from the built-in dehumidifiers in micro-climate vitrines, room dehumidifiers are also required to maintain the optimal environment required for displayed collections in the galleries. It will monitor fluctuations in relative humidity and temperature that causes deterioration of museum collections and thus can instigate proper action of conservators when needed. Room dehumidifiers also absorb excessive moisture in a given space to avoid dampness and accumulation of airborne elements that can result to mold, fungi, and bacterial growth, and dust mites. It also helps in reducing musty odor, lessens conditions for wood rot, and prevents staining of ceilings and walls caused by condensation of excess moisture. For the galleries in NMP Cebu City, the Project will require a total of 52 units of room dehumidifiers with the following minimum specifications:</p> <p>Rated capacity (30 °C, 80%) : 58L/D</p> <p>Power Source : 220/60 Hz / 1Ph</p> <p>Rated Power/rated Current : not greater than 760W/3.6A</p> <p>Air Flow : at least 850m³/h</p> <p>Refrigerant : R410a (500g)</p> <p>Available Ambient Temperature : 5°C to 38°C</p>	

Noise level

:

not greater than 55dB

Area Coverage

:

at least 70 m² with ceiling height at 2.6 m

Drainage

:

Hose/Bucket (at least 6L)

All units must have built-in relative humidity and temperature reader/meter and sensor.

The breakdown of units of dehumidifiers for each gallery and exhibition space is computed as follows:

Gallery Number/ Exhibition Space	Total Floor Area (in m²)	Maximum Ceiling Height (in meters)	Computed Ideal Number of Dehumidifiers	Conservative Estimated Number of Dehumidifiers
1	329.34	5.8	10	8
2	160.23	5.6	6	4
3	329.24	5.8	10	8
4	335.82	4.2	10	8
5	335.82	4.2	10	8
Reception Hall	262.5	5.4	8	8
Entrance Lobby	337.5	5.8	10	8
Total Number of Units			64	52

Description of Lots and Scopes of Work

As detailed in the Project Framework, the Project will have three (3) parts and thus the procurement of required supplies, materials, and services shall be divided into three (3) lots with the following Scope of Work and Technical Specifications, whichever is applicable:

Lot Number	Description	Scope of Work/ Technical Specifications
1	Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions	<div>The winning Bidder/ Contractor shall supply and deliver the following ICT equipment to the NMP Curatorial Team within two (2) weeks or 14 calendar days upon signing and receipt of the Notice to Proceed:</div> <div>1. two (2) units of portable computers (laptops) with specifications strictly appropriate for creating two- and three-dimensional graphic and architectural</div>

		<p>design, and multi-media contents; with installed up-to-date design software (including official subscription for one (1) year to Adobe Creative Suite and SketchUp 3D modeling software); ready-to-use and preferably suited for travel and use at outdoor locations;</p> <p>2. seven (7) units of 5 terra byte (TB) external and portable data storage;</p> <p>3. seven (7) units of 32 giga byte (GB) portable data storage, USB flash drive;</p> <p>4. two (2) units of laser distance measure with the following specifications:</p> <p>Measuring range: 0.05 meters to 50 meters</p> <p>Precise measurement up to 50 meters</p> <p>Large, multiple angle HD display</p> <p>Quick, auto-calculation with real-time read outs</p> <p>With multiple functions: Max/Min/continuous measurement, displacement calculation, data storage</p> <p>Battery or battery charger included (whichever applicable);</p> <p>and</p> <p>5. five (5) reams of A3-size minimum 90 GSM white paper.</p>	
2	<p>Fabrication, production, printing, delivery, provision of professional and special services, and installation of exhibition components</p>	<p>As detailed in the Project Framework and specified in the attached annexes, the Contractor for this lot of the Project is expected to:</p> <p>(1) supply, fabricate and/or produce, deliver, and install the required exhibition</p>	

		<p>hardware components, and display and lighting systems;</p> <p>(2) supply, produce, deliver, and install the required graphics/visual multi-media and printed materials;</p> <p>(3) supply and deliver preventive conservation supplies and materials required for the preparation of museum collections for display and installation, as detailed in ANNEX B; and</p> <p>(4) provide the required logistics and other services related to the completion of museum exhibition productions and installations which will run for four (4) to five (5) months.</p> <p>The Contractor must be able to commence the Scope of Work immediately and complete the Project within 96 calendar days upon signing of the Contract and receipt of the Notice to Proceed.</p>	
3	<p>Supply and delivery of room dehumidifiers for galleries and exhibition spaces at NMP Cebu City</p>	<p>The Contractor for this lot of the Project is expected to supply and deliver to the NMP Cebu City a total of 52 units of room dehumidifiers with the following minimum specifications:</p> <p>Rated capacity (30 °C, 80%): 58L/D</p> <p>Power Source: 220/60 Hz / 1Ph</p> <p>Rated Power/rated Current: not greater than 760W/3.6A</p> <p>Air Flow: at least 850m³/h</p> <p>Refrigerant: R410a (500g)</p> <p>Available Ambient Temperature: 5°C to 38°C</p>	

		<p>Noise level: not greater than 55dB</p> <p>Area Coverage: at least 70 m² with ceiling height at 2.6 m</p> <p>Drainage: Hose/Bucket (at least 6L)</p> <p>All units must have built-in relative humidity and temperature reader/meter and sensor.</p> <p>The Contractor must be able to complete this part of the Project within two (2) months or 60 calendar days upon signing of the Contract and receipt of the Notice to Proceed.</p>	
<p>Obligations of the Winning Bidders/ Contractors</p> <ol style="list-style-type: none"> 1. Whenever applicable, the Contractor/s for this Project shall strictly follow construction, production, and fabrication works according to the Detailed Exhibition Designs (DEDs) prepared by the National Museum of the Philippines Curatorial Team and duly approved by the HoPE; 2. The Contractor for each project lot shall ensure that all supplies, materials, exhibition components, and equipment delivered to the NMP Cebu City and to the EEMPSD are of the highest quality available in the market; 3. In relation to the supply, delivery, and installation of all materials, supplies, equipment, and other fit outs at the NMP Cebu City, the Contractors for each lot, whenever applicable, shall: <ol style="list-style-type: none"> a. Include services for all transshipment from the place of purchase to the designated delivery location at the NMP Cebu City's address stated above; b. Ensure that service technicians and staff to be assigned at the National Museum of the Philippines (NMP) Buildings are well screened, technically and professionally trained, courteous, cooperative, efficient, reliable, trustworthy, well-groomed, physically and mentally fit. No personnel shall be assigned who has not been approved by the Exhibition, Editorial, and Media Production Services Division (EEMPSD) and the Facilities Management Division (FMD); c. Agree to abide by the safety and security requirements of the NMP. The Contractor, its service technicians, and staff shall comply with the NMP's House Rules and Regulations, directives, 			

<p>instructions and other existing rules and regulations while inside the premises;</p> <p>d. Subject service technicians and staff to security checks;</p> <p>e. Ensure that its service technicians and staff wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards while performing service maintenance and repair works inside the NMP's premises. Loitering inside the NMP's premises is not allowed;</p> <p>f. Provide and equip all its service technicians and staff with the tools during the course of the contract without any additional cost to the NMP; and</p> <p>g. Ensure that the area is clean and in its original condition after the servicing has been made. Any damage/s caused by the Contractor's assigned technician or personnel shall be restored by the Contractor at no additional cost to the NMP.</p> <p>4 All other items of work not specifically mentioned but are necessary to complete the works stated above shall be provided by the Contractor/s at no additional cost to the NMP.</p>			
<p>Material Specifications</p> <p>All materials and services required for this project shall be delivered in high quality and condition, shall be in accordance with international museum standards, and shall strictly follow the specifications stated in the Detailed Exhibition Designs, technical specifications, and scope of work for each lot of the Project mentioned above.</p> <p>ANNEX B provides the line item technical specifications and scope of work for all required supplies, materials, equipment, and services for Lot 2 of this Project.</p>			
<p>Schedule of Delivery of Materials, Project Duration and Completion</p> <p>The Exhibition, Editorial, and Media Production Services Division (EEMPSD) shall issue to the Contractor/s Notice to Deliver (NTD) indicating the timeline and schedule within which each delivery should be made, duly approved by the NMP Curatorial Team.</p> <p>The following table indicates general information on the target schedules and duration of each lot of the project. The Contractor/s for the project must be available and able to meet the following target schedules of project implementation and completion of the abovementioned required scope of work and technical specifications:</p>			
Lot No.	General description	Project duration	
Lot 1	Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions	14 calendar days	

Lot 2	Fabrication, production, delivery, provision of professional and special services, and installation of exhibition components	96 calendar days	
Lot 3	Supply and delivery of room dehumidifiers for NMP Cebu City galleries and exhibition spaces	60 calendar days	
<p>Warranty</p> <p>The Contractor/Service provider shall provide at least one (1) year warranty against factory defects and any reduction on the minimum required material specifications reckoned from the date of delivery and testing for applicable supplies, materials, equipment. Form of warranty shall be as specified in Section 62.1 of the IRR of R.A. 9184, the Government Procurement Reform Act and its Implementing Rules and Regulations.</p>			
<p>Qualifications of Bidder</p> <p>The NMP requires the services of a Contractor/Service Provider with legal, technical, and financial capability to deliver, implement and complete the abovementioned specifications for this project.</p> <p>More specifically, the Contractor/Service Provider for Lot 2. Fabrication, production, delivery, provision of professional and special services, and installation of exhibition components, must have the following qualifications:</p> <ol style="list-style-type: none"> 1. Must have at least five (5) years of experience in related projects, more specifically in installing exhibitions in museums or other related projects; 2. Should have completed at least one (1) project similar to or related to installing exhibitions in museums, locally or abroad; 3. Must have in-house designers and media production staff who can follow, provide, and revise designs of exhibition layouts and other media components; 4. Should be able to mobilize their staff and manpower to the identified regional museum locations to implement and complete the project; 5. Should have a professional staff and manpower dedicated to properly coordinating the status of the project with the NMP curatorial team 6. Must be able to commit to deliver all the required supplies, materials, and services as per the approved exhibition designs and layouts; and 7. Must be able to comply with other requirements set by the National Museums Bids and Awards Committee. 			

<p>Terms of Payment</p> <p>All Contractors for the supply and delivery of materials, supplies, and equipment (Lots 1 and 3) shall be paid in full upon complete delivery and receipt of the specified items. The warranty for these goods shall be covered by retention money worth 10% of the total contract price or a bank guarantee for each lot. The retention money or bank guarantee shall only be released after the lapse of the warranty period, provided that the goods supplied are free from latent and patent defects and satisfies the conditions of the contract.</p> <p>The payment terms for Lot 2. Fabrication, production, delivery, provision of professional and special services, and installation of exhibition components shall be in tranches following the schedule below:</p> <p><u>First tranche</u> - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 4;</p> <p><u>Second tranche</u> - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DEDs for the Reception Hall and Ground Floor Lobby;</p> <p><u>Third tranche</u> - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 2;</p> <p><u>Fourth tranche</u> - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 3;</p> <p><u>Fifth tranche</u> - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 1; and</p> <p><u>Sixth tranche</u> - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 5.</p> <p>For every tranche completed, the Contractor shall submit a Statement of Work Accomplished (SWA) and corresponding request for payment. The SWA should show the amounts which the Contractor considers itself to be entitled, to cover (a) the cumulative value of the works it executed to date, based on the schedule of tranches detailed above, and (b) adjustments made for approved variation orders executed. The NMP Curatorial Team Representative/s shall check the Contractors' monthly SWA and certify the amount to be paid to the contractor as tranche payment. Except as otherwise stipulated in the Instruction to Bidders, materials and equipment delivered on the site but not completely put in place shall not be included for payment.</p>	
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<p>The NMP shall, whenever applicable, deduct the following from the certified gross amounts to be paid to the Contractor as progress payment:</p> <p>a) Cumulative value of the work previously certified and paid for;</p> <p>b) Retention money in accordance with the condition of contract;</p> <p>c) Amount to cover third party liabilities, if applicable; and</p> <p>d) Amount to cover uncorrected discovered defects in the works.</p> <p>10% retention money for every progress payment shall be applied in the absence of a special bank guarantee worth 10% of the total contract price. The retention money or bank guarantee shall only be released after the lapse of the Project warranty period, provided that the goods, supplies, and materials supplied are free from latent and patent defects and satisfies the conditions of the contract.</p>				
<p>Liquidated Damages</p> <p>When the Contractor fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods/services are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.</p>				
Items	Scope of Work or Technical Specifications			
		Qty	Unit	
LOT 1: Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions				
1	High range portable computers (laptops) with specifications strictly appropriate for creating two- and three-dimensional graphic and architectural design and rendering, and multi-media contents; with installed up-to-date design software (official subscription for one (1) year, renewable annually; preferably Adobe Creative Suite and SketchUp 3D modeling software); ready-to-use and suited for travel	2	package/ unit	

	and use at outdoor locations; (Php 216,990 prevailing market price)			
	minimum specifications:			
	16.2 inches liquid retina XDR display			
	processor equivalent to or higher than Apple M2 Max chip			
	16 GB to 96 GB unified memory			
	at least 1 TB storage			
	up to 22 hours battery life			
	with 12 months subscription to SketchUp (USD 399/ year)	2	annual subscrip tion	
	with 12 months subscription to Adobe Creative Suite (Php 2,642.00/ month x 12 months = Php 31,704	2	annual subscrip tion	
2	5 terra byte (TB) external and portable data storage; (Php 8,000 average market price as of 3/22/2023)	7	unit	
3	32 GB portable data storage, USB flash drive; (Php 850 average market price as of 3/22/2023)	7	pieces	
4	laser distance measure with the following specifications:			
	Measuring range: 0.05 meters to 50 meters			
	Precise measurement up to 50 meters			
	Large, multiple angle HD display			
	Quick, auto-calculation with real-time read outs	1	units	
	With multiple functions: Max/Min/continuous measurement, displacement calculation, data storage			
	Battery or battery charger included (whichever applicable)			
	(Php 1799 prevailing market price as of 3/3/2023)			
5	A3-size minimum 90 GSM white paper (Php 1,500 per ream as of 3/22/23).	5	ream	
LOT 2: Fabrication, production, printing, delivery, provision of professional and special services, and installation of exhibition components				
1	GENERAL REQUIREMENTS			

	Demobilization/Mobilization		
	Professional staff responsible for the coordination and implementation of all works mentioned in the Terms of Reference		
	Labor estimates: Php 780/ day x minimum of 20 staff x 96 calendar days	20	pax
	DSA of laborers and staff @ Php 500/day x 20 staff x 96 calendar days	20	pax
	Project Signage	3	set
	Temporary Facilities	120	sqm
	Temporary Utilities	1	lot
	Site Safety & Housekeeping	96	CD
2	EXHIBITION REQUIREMENTS AND FIT OUTS		
	This includes the following scopes:		
	1. Fabrication, supply and delivery of the following customized microclimate vitrines		
	Type 1 case* please see attached specifications	3	unit
	Type 1a case* please see attached specifications	2	unit
	Type 2 case* please see attached specifications	10	unit
	Type 3 case* please see attached specifications	0	unit
	Type 4 case* please see attached specifications	0	unit
	Type 5 case* please see attached specifications	23	unit
	Type 6 case* please see attached specifications	0	unit
	Type 7 case* please see attached specifications	5	unit
	2. Supply, delivery and fabrication of customized wall panels, built-in vitrines, various pedestals, platforms, plinths, mounts, and risers		
	<u>2.1. Hardware and construction materials</u>		
	Common nail, 1 1/2 inch	20	kilogram
	Common nail, 1 inch	20	kilogram

	Common nail, 2 1/2 inches	20	kilogram	
	Common nail, 2 inches	20	kilogram	
	Common nail, 3 inches	20	kilogram	
	Finishing nail, 1 1/2 inch	20	kilogram	
	Finishing nail, 1 inch	20	kilogram	
	Finishing nail, 2 1/2 inches	20	kilogram	
	Finishing nail, 2 inches	20	kilogram	
	Finishing nail, 3 inches	20	kilogram	
	Kiln Dry Wood 2x2x8	500	piece	
	Kiln Dry Wood 1x2x8	300	piece	
	Kiln Dry Wood 1x1x8	300	piece	
	Kiln Dry Wood 1/2x1x8	200	piece	
	Cutting disk, 4 inches diameter	100	piece	
	Grinding disk, 4 inches	100	piece	
	Marine plywood, 3/4 local	860	piece	
	Marine plywood, 1/2 local	200	piece	
	Marine plywood, 1/4 local	120	piece	
	Sanding paper, No. 100	100	pieces	
	Sanding paper, No. 220	100	pieces	
	Welding rod 3/32	5	kilogram	
	Various carpentry tools	1.00	lot	
	Angle bar: 3mx 1 1/2	100.00	piece	
	Angle bar: 4.5mx 1 1/2	48.00	piece	
	Black iron, tubular, 1.2mm x 1 x 1	35.00	piece	
	Black iron, tubular, 1.2mm x 2 x 2	30.00	piece	

	CONCRETE NAIL # 3	500.00	piece	
	CONCRETE DRILL 1/8	500.00	piece	
	METAL SCREW	500.00	piece	
	- 6 X 1 1/4 inch	500.00	piece	
	- 6 X 1 1/2 inch	500.00	piece	
	- 6 X 1 inch	500.00	piece	
	METAL DISC CUTTER 14 Diameter	500.00	piece	
	NYLON CABLE TIE		piece	
	- 3 m x 4 mm	500.00	piece	
	- 4m x 6 mm	500.00	piece	
	NYLON ROPE		piece	
	- 6 m x 3 mm	5.00	piece	
	- 8 x 4 mm	5.00	piece	
	- 10 x 5 mm	5.00	piece	
	- 12 x 6 mm	5	piece	
	NUT		piece	
	- 3/8 inch	500	piece	
	- 5/16 inch	500	piece	
	NIGHT LIGHT	10	piece	
	PAINT ROLLER #7	50	piece	
	PAINT ROLLER REFILL	50	piece	
	PAKONG BAKYA 3/4	100	piece	
	PALETA (PAIR)	50	piece	
	PVC MOULDING		piece	
	- 1/2"	50	piece	
	- 3/4"	50	piece	

	34 X 3/8	50	piece	
	- 1"	50	piece	
	- 1"	50	piece	
	PUTTY KNIFE		piece	
	- 2"	10	piece	
	- 3"	10	piece	
	SANDING PAPER		piece	
	- # 60	100	piece	
	- # 80	100	piece	
	- # 100	100	piece	
	SCREW & EYE		piece	
	- # 4	500	piece	
	- # 6	500	piece	
	SCREW DRIVER		piece	
	- 5"	10	piece	
	- 6"	10	piece	
	SCREW W/ TOX 1 1/2	500	piece	
	SEALANT CLEAR	100	piece	
	SHELF BRACKET			
	- 4 ft X 5 ft	50	piece	
	- 6 ft X 5 ft	50	piece	
	- 8 ft X 10 ft	35	piece	
	SILICON GUN	35	piece	
	STANDARD STEEL TAPE	35	piece	
	STEEL BRUSH/WOOD	20	piece	
	STEEL BRUSH/PLASTIC	20	piece	
	WOODGLUE 1/2 lt.	40	piece	
	TANSI			
	- size 60 / 50	30	piece	
	- size 75 / 40	30	piece	
	TEKSCREW (METAL)			
	- 45 mm	300	piece	
	- 55 mm	300	piece	

	- 65 mm	300	piece	
	TILE ADHESIVE	100	piece	
	TOX & SCREW 6mm	500	piece	
	UMBRELLA NAIL	100	piece	
	ALL PURPOSE SEALANT	100	piece	
	WALL ANGLE	500	piece	
	WALL CLIP	500	piece	
	WASHER			
	- size 3/16	1000	piece	
	- size 3/18	1000	piece	
	- size 5/16	500	piece	
	WELDING GLOVE	10	piece	
	WELDING GOGGLES	10	piece	
	WELDING HOLDER	10	piece	
	WELDED WIRE			
	1/2 inch X 1 meter	50	piece	
	1 inch X 1 meter	50	piece	
	WIPECORD WELDING ROD	10	piece	
	<u>2.2. Glazing and Glassworks</u>			
	Acrylic glass panel, 4.5 mm thickness, 4 ft x 8 ft	30.00	piece	
	Acrylic glass panel, 6 mm thickness, 4 ft x 8 ft	20.00	piece	
	Glass suction lifter, three-head	10.00	unit	
	Glass suction lifter, two-head	10.00	unit	
	Industrial grade diamond glass cutter	40.00	piece	
	Silicone clear glass sealant	100.00	tube	
	Tempered glass panels Height: 220 cm; Width: 120 cm; Thickness: 6 mm	24.00	piece	
	Tempered glass panels Height: 220 cm; Width: 120 cm; Thickness: 10 mm	36.00	piece	

	<u>2.3. Paint supplies and materials</u>			
	<u>Gallery 1 Paint Requirements : Total 327.98 sqm walls and panels surface area</u>			
	Primer (Flatwall Enamel)	66	liters	
	Putty (Php 901.00 /4L)	109	liters	
	Topcoat (Flatwall Quick-drying Enamel)	105	liters	
	Thinner (Php 576/ 4L)	56	liters	
	<u>Gallery 2 Paint Requirements : Total 211.43 sqm walls and panels surface area</u>			
	Primer (Flatwall Enamel)	42	liters	
	Putty	71	liters	
	Topcoat (Flatwall Quick-drying Enamel)	68	liters	
	Thinner	36	liters	
	<u>Gallery 3 Paint Requirements : Total 241.13 sqm walls and panels surface area</u>			
	Primer (Flatwall Enamel)	48	liters	
	Putty	81	liters	
	Topcoat (Flatwall Quick-drying Enamel)	77	liters	
	Thinner	42	liters	
	<u>Gallery 4 Paint Requirements : Total 469 sqm walls and panels surface area</u>			
	Primer (Flatwall Enamel)	94	liters	
	Putty	156	liters	
	Topcoat (Flatwall Quick-drying Enamel)	150	liters	
	Thinner	81	liters	
	<u>Gallery 5 Paint Requirements : Total 322.7 sqm walls and panels surface area</u>			
	Primer (Flatwall Enamel)	65	liters	
	Putty	108	liters	
	Topcoat (Flatwall Quick-drying Enamel)	103	liters	
	Thinner	55	liters	
	<u>Reception Hall Paint Requirements : Total 140 sqm walls and panels surface area</u>			

	Primer (Flatwall Enamel)	28	liters
	Putty	47	liters
	Topcoat (Flatwall Quick-drying Enamel)	45	liters
	Thinner	24	liters
	<u>Lobby Paint Requirements : Total 50 sqm walls and panels surface area</u>		
	Primer (Flatwall Enamel)	10	liters
	Putty	17	liters
	Topcoat (Flatwall Quick-drying Enamel)	16	liters
	Thinner	9	liters
	<u>Various application tools and materials</u>		
	Roller paint tray	20	pieces
	9" roller brush	50	pieces
	4" roller brush	50	pieces
	3" paint brush	50	pieces
	<u>2.4. Adhesives</u>		
	A3 size Magnetic Display Board, silver frame color	2	piece
	Cloth adhesive tape, color dark brown, 2 inches	10	piece
	Cloth adhesive tape, color dark grey, 2 inches	10	piece
	Heavy Duty, High temperature resistant double-sided tape (1 inch width)	70	roll
	Duct adhesive tape, color dark brown, 2 inches width	40	piece
	Duct adhesive tape, color dark grey, 2 inches width	40	piece
	Glue gun Heavy Duty	3	piece
	Glue gun small Heavy Duty	3	piece
	Glue stick, small size (pack of 10)	20	piece
	Glue stick, (pack of 10)	10	box
	Glue stick, small size 6 pcs/pack	50	piece
	Magnetic sheets, 10 sheets/ pack	10	pack

	Multi-purpose gum tack adhesive, 90 pcs per pack	35	pack	
	Nano (double-sided transparent adhesive) tape, 2 mm thickness, 1"	70	piece	
	<u>2.5. Upholstery and mounting supplies and materials</u>			
	Fiber fill polyester sheet, white	50	yard	
	Heavy duty gun tacker	2	unit	
	Gun tack staple wire, size compatible with heavy duty gun tacker	10	box	
	Headless pins/ insect pins, 100 pieces per box	5	box	
	Katrina cotton cloth (60 inches in width) beige color	50	yard	
	Katrina cotton cloth (60 inches in width) white color	50	yard	
	Katrina cotton cloth (60 inches in width) black color	50	yard	
	<u>2.6. Cleaning supplies and materials</u>			
	Anti-static feather duster	5	piece	
	Double chemical respirator with cartridge	10	piece	
	Rugs	150	piece	
	Microfiber cloth; 32 x 32 cm approximately 12 pcs per pack; Non-shedding; Thick Absorbent; Scratch-free; Lint-free	60	pack	
	Plastic apron	20	piece	
	Plastic broom and dust pan set	5	unit	
	Heavy-duty vaccum cleaner with HEPA filter	3	unit	
	Reusable chemical resistant gloves (35cm/Medium, 100 pcs/ box)	10	pack	
	<u>2.7. Preventive conservation supplies and materials</u>			
	Mylar sheet	3	roll	
	Glassine paper	10	ream	
	Acid-free brown kraft paper (48 inches x 40 meters; 80 gsm)	10	roll	

	Silica gel desiccant packets (200-250 grams per packet)	500	packet
	Acid-free foam board with one-side adhesive (10 mm thick, 4 ft x 8 ft)	50	piece
	Heat shrinkable tube (530 pieces, 5 colors, 1.0mm, 2.0mm, 3.0mm, 4.0mm, 6.0mm, 8.0mm, 10.0mm, 14.0mm diameter)	5	set
	Heat blower (hair dryer)	2	set
	3. Electrical and museum lighting services		
	Supply, delivery, and installation of special lighting systems including:	1	lot
	3.1. General lighting systems including rough-in, conduits, wiring, and fixtures for indoor lighting in all exhibition galleries and spaces		
	3.2. Modular track bars and/or modular light structures and fixtures, preferably with dimmable track lights, and spotlights with 5° narrow to contour spots, for accent lighting of special pedestals, vitrines, and graphics and text panels as detailed in the DEDs of seven(7) exhibition galleries and areas covering a total of 2,091 square meters floor areas		
	4. Customized black-out blinds seven (7) exhibition galleries		
	Gallery 4 - 11 windows with maximum measurements of 2.5 x 4 meters	11	unit
	Gallery 5 - 11 windows with maximum measurements of 2.5 x 4 meters	11	unit
	5. Supply and delivery of customized multi-media interactive displays, including both hardware and software		
	5.1. Touch screen and digital display monitors with installed applicable software, and ready-to-use units (at least 60 inches digital display screen) for:	1	lot
	Gallery 1: 1 unit		
	Gallery 2: 1 unit		
	Gallery 3: 1 unit		

	Gallery 4: 1 unit			
	Reception Hall, 2nd floor: 1 unit			
	5.2. Virtual reality headset with complete software, kit, and mount	2	units	
	6. Supply, production, delivery, and installation of printed materials:			
	6.1. multi-media panels made of various materials such as sticker decals, wood cut-outs, acrylic and backlit film materials to cover a total of 205.655 square meters wall and surface area	205.655	per square meter	
	Gallery 1 = 76.03 sqm			
	Gallery 2 = 8.54 sqm			
	Gallery 3 = 45.835 sqm			
	Gallery 4 = 15.75 sqm			
	Gallery 5 = 15.75 sqm			
	Reception Hall = 43.75 sqm			
	6.2. text and graphic panels printed on high quality canvas in various and customized sizes to cover a total of 374.2317 square meters wall and surface area	#REF!	per square meter	
	Gallery 1 = 123.87 sqm			
	Gallery 2 = 97.76 sqm			
	Gallery 3 = 122.6 sqm			
	Gallery 4 = 6 sqm			
	Gallery 5 = 6 sqm			
	Reception Hall = 18 sqm			
	6.3. to 6.4. captions and object labels printed on sticker and mounted on 3mm sintra board with matte lamination in various sizes to cover a total of 200 square meters surface area	200	per square meter	
	6.5. to 6.6. indoor signage or way finders, gallery guides, and location labels printed on sticker and mounted on 5mm sintra board with matte lamination in various sizes to cover a total of 300 square meters surface/wall area	300	per square meter	
	6.7. outdoor banners printed on non-woven fabric material in customized sizes - total of 7 pieces with maximum dimensions of 8 x 16 feet	7	piece	

	6.8. outdoor post and panel signage printed on aluminum weather-resistant material - 1 set with maximum dimensions of 4 x 8 feet	1	piece/ lot	
	6.9.graphics/photographs printed on photographic backlit film or PVC material, preferably matte laminated, 1500mm x 850mm per piece	100	piece	
	6.10. A3-size brochures with museum guide map printed back-to-back on minimum 150 GSM matte laminated paper	2000	piece	
	7. Customized display dioramas and maps			
	Total of 8 display dioramas or maps in different galleries with a total of 360 cubic meters volume coverage (includes all display components such as replicas of collections and other various display requirements, and built-in lighting)	360	cubic meter	
	8. Customized 3-dimensional architectural models (1m x 1 m)	5	unit/ set	
	9. Professional transportation of various exhibition materials and museum collections as specified in the attached object lists from the NMP Central Complex, Ermita, Manila and other locations where museum objects shall be collected to the NMP Cebu City	1	lot	
	10. Professional translation services from English to Cebuano language	1	lot	
	11. Professional video- and augmented-reality content production and post-production editing services for various required audio-visual and multi-media presentations for a total of five (5) audio-visual presentations in different platforms	1	lot	
LOT 3: Supply and delivery of room dehumidifiers for NMP Cebu City galleries and exhibition spaces				

	<p>Supply and delivery of dehumidifiers with the following minimum specifications at the National Museum of the Philippines Cebu City, Fort San Pedro Complex, A. Pigafetta Street, Cebu City:</p> <p>Rated capacity (30 °C, 80%): 58L/D Power Source: 220/60 Hz / 1Ph Rated Power/rated Current: not greater than 760W/3.6A Air Flow: at least 850m3/h Refrigerant: R410a (500g) Available Ambient Temperature:5°C to 38°C Noise level: not greater than 55dB Area Coverage: at least 70 m2 with ceiling height at 2.6 m Drainage: Hose/Bucket (at least 6L)</p> <p>*The units must have built-in relative humidity and temperature reader/meter and sensor.</p>	52	unit	
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*Note: For full details of the above mentioned project, kindly refer to the Terms of Reference (Annex C of the Bidding Documents)

**Section VIII. Checklist of Technical
and Financial Documents**

Checklist of Technical and Financial Documents

TECHNICAL COMPONENT ENVELOPE (FIRST ENVELOPE)

Class "A" Documents

Legal Documents

- ☐ 1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ 2. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ 3. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ 4. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ 5. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ 6. Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ 7. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or**
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ 8. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or**
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE (SECOND ENVELOPE)

- ☐ 1. Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ 2. Original of duly signed and accomplished Price Schedule(s).

Note: Please submit the following requirements in separate envelopes:

- **E-copy of all the Eligibility, Technical and Financial components save in any storage device;**
- **Bid Bulletin, if any; and**
- **Photocopy of the Official Receipt of the Bidding Documents**

Annex A Packaging and Labelling Instructions

PACKAGING AND LABELLING INSTRUCTIONS

1. Two Envelope System

The ORIGINAL - TECHNICAL COMPONENTS requirements stated below shall be enclosed into a folder, same as with the ORIGINAL - FINANCIAL COMPONENTS requirements which will also be done in a separate folder. These two (2) folders shall be placed into separate envelope forming the **Two-Envelope System**.

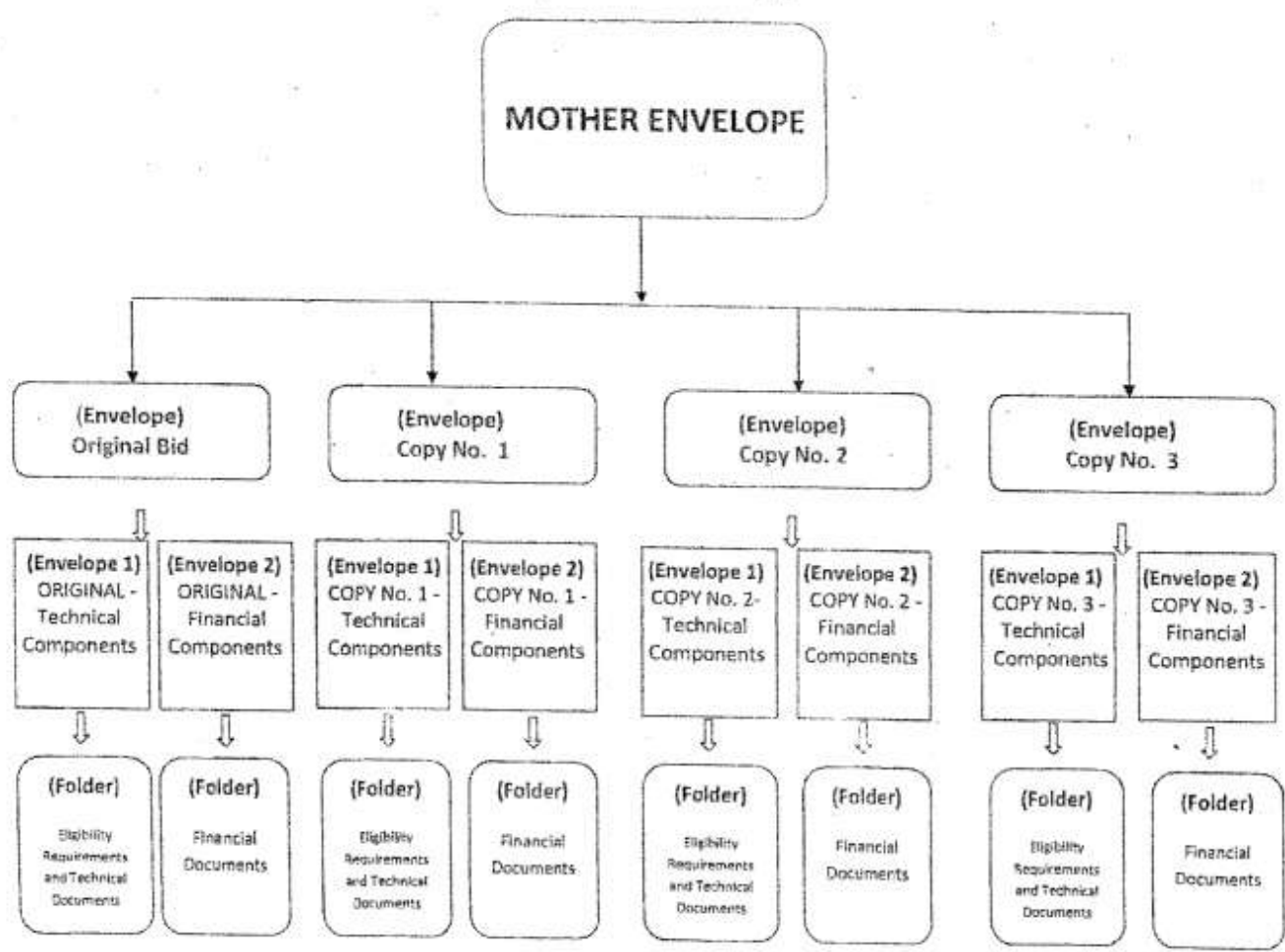
Envelope 1: Technical Components (see attached listing)

Envelope 2: Financial Components (see attached listing)

2. The First Envelope, ORIGINAL - TECHNICAL COMPONENTS and the Second Envelope, ORIGINAL - FINANCIAL COMPONENTS should be sealed in an outer envelope marked as ORIGINAL BID. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____", respectively. The First and Second envelope should be produced into three (3) copies marked as Copy No. 1 , Copy No. 2 and Copy No. 3.
3. All four (4) envelopes, Original, Copy No. 1, Copy No. 2 and Copy No. 3, shall be enclosed in a single envelope referred to as the **Mother Envelope**.
4. All documents must be marked with **Ear tabs**. There must be a Table of Contents indicating all the documents to be submitted per folder.
5. All envelopes should properly be **sealed, signed and labelled**. The folders should be labelled properly.
6. All copies must be **Certified True Copy** and signed.

TO:	ATTY. MA. ROSENNE M. FLORES-AVILA Chairperson Bids and Awards Committee National Museum of the Philippines Padre Burgos Avenue, ermita Manila
FROM:	Name of Company Address & Telephone Number
Reference No.	

PACKAGING AND LABELING INSTRUCTIONS (DIAGRAM)



Annex B Bidding Form

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or

abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz:*
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

- 3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
- 4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

<i>[Insert Name and Signature]</i>	<i>[Insert Name and Signature]</i>
<i>[Insert Signatory's Legal Capacity]</i>	<i>[Insert Signatory's Legal Capacity]</i>
<i>for:</i>	<i>for:</i>
<i>[Insert Procuring Entity]</i>	<i>[Insert Name of Supplier]</i>

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Annex C Terms of Reference



**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

EXHIBITION, EDITORIAL, AND MEDIA PRODUCTION SERVICES DIVISION

TERMS OF REFERENCE

**EXHIBITIONS AND FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES,
CENTRAL AND REGIONAL SITES FY 2023
(NATIONAL MUSEUM OF THE PHILIPPINES CEBU CITY)**

I. Project Background

As part of its mandate and objectives, the National Museum of the Philippines (NMP) is committed to provide the public with new exhibitions in the regional museums this FY 2023. For the third quarter of this year, the NMP targets to open a total of six (6) exhibitions and various displays at NMP Cebu City located at Fort San Pedro Complex, A. Pigafetta Street, Cebu City.

The present structure of the NMP Cebu City was initially built in 1910 as the Cebu Aduana or the Cebu Customs House. From 2004 to 2012 it was converted to function as the Malacañan sa Sugbo or the official residence of the Philippine President in the Visayas until it was declared unsafe for use in 2013. Strategically located near the Cebu City pier and within the vicinity of Fort San Pedro, the building is also close to other historic and cultural landmarks of Cebu including Magellan's Cross and the Basilica Minore del Sto. Niño de Cebu. Since 2018, the NMP has been restoring and retrofitting the structure to become part of its nation-wide network of regional and site museums to represent, showcase, and take part in the preservation and promotion of Philippine heritage. The Old Cebu Customs House or the present NMP Cebu City was also declared by the National Museum as a National Cultural Treasure on March 12, 2020 and is considered one of the significant national buildings in the Visayas region.

The structural construction works of NMP Cebu City are targeted to be completed by the second quarter of this year. As such, installing exhibitions and completing fit-outs at the newly renovated and retrofitted structure are required for starting its operations.

For this purpose, the NMP will need the services of Contractor/s or Service Providers who can:

- (1) Supply and deliver Information and Communication Technology (ICT) equipment for the design development of the exhibitions;
- (2) Fabricate, produce, deliver, provide professional services, and install exhibition components—including provision of necessary services for the construction of a range of display systems that follow international museum standards; printing, delivery, installation of various graphic, visual, and other printed materials; provision of translation services from English to Cebuano language; provision of professional logistics, handling, and transportation services for museum collections; and supply and/or production, delivery and

- installation of multi-media and interactive displays (both hardware and software); and
(3) Supply and deliver room dehumidifiers at the NMP Cebu City.

II. Objective

This project mainly aims to improve facilities at NMP Cebu City by providing quality exhibitions and installing required fit-outs that will allow full operations of its office, facilities, and galleries. Opening and extending museum services to the public will allow the NMP Cebu City to become part of Cebu's rich cultural and heritage landscape and thus contribute to the region's education, tourism, and leisure assets. At the same time, given the structure's significance to Cebu's local heritage, the project is also expected to significantly increase the viewership of the whole NMP network. This Project targets to launch all six (6) exhibitions and various displays during a grand opening program in the third quarter of FY 2023.

III. Project Framework

This Project has three (3) parts:

Part 1: Preparation of Detailed Exhibition Designs (DEDs)

Currently, the NMP Curatorial Team has general layouts for the proposed exhibitions as the basis for this project and exhibition design development is ongoing. Detailed Exhibition Designs (DED) are the final illustrated outputs of the design development processes and are crucial for the proper implementation of this Project. Here, all designs of identified exhibition components are finalized and are aligned with NMP's branding. For this Project, the NMP Curatorial Team prefers to create the designs in-house, and is being headed by the Exhibitions, Editorial and Media Productions Division (EEMPSD).

At present, the EEMPSD has limited equipment and staff to cover six (6) to seven (7) exhibitions simultaneously. To provide quality design services to other NMP Curatorial Team members and to produce DEDs of the exhibitions, EEMPSD needs additional ICT equipment with official software subscriptions, supplies, and materials. Accordingly, the EEMPSD is already in the process of hiring additional three (3) Contract of Service personnel who are expected to report to work by the first week of April 2023.

This part of the Project will require the Contractor to deliver and supply ICT equipment that will allow the NMP Curatorial Team in preparing and submitting detailed plans, layouts, designs, and technical drawings (whichever applicable) of the following components of the exhibitions rendered in two- and three- dimensional platforms:

- a) General exhibition gallery/ space with the following proposed subject themes and floor areas:

Gallery Number/ Exhibition Space	Exhibition Subject/ Theme	Floor Area (in m ²)
Gallery 1	Natural History of Cebu	329.34
Gallery 2	Prehistory of Cebu	160.23

Gallery 3	Maritime Culture of Cebu	329.34
Gallery 4	The Philippine Center New York Fine Arts Collection	335.82
Gallery 5	The Life and Works of Cebuano Painter Martino Abellana	335.82
Reception Hall	The Architectural and Built Heritage of Cebu	262.50
Ground Floor Lobby	Various National Fine Arts Collection	337.50
TOTAL floor area (in m ²)		2,090.55

- b) Customized microclimate display cases, pedestals, platforms with requirements for the long-term preventive conservation of objects and museum collections. Customized designs should strictly adhere with the prototypes being used by the NMP in existing exhibitions such as, but not limited to the models specified in the general exhibition layouts described in ANNEX A.
- c) Required graphic and visual materials, and print components of the exhibitions such as, but not limited to:
- text panels;
 - maps;
 - captions;
 - collection/ object labels;
 - photographic/ visual wall collages;
 - illustrated scientific reconstruction of museum collections;
 - outdoor banners and printed advertisements;
 - brochures;
 - stand-alone pull-up banners;
 - indoor signage;
 - outdoor signage;
 - way finders and guides;
 - exhibition directory; and
 - museum guide map.

The NMP Curatorial Team will provide all the necessary information, contents, design templates, and branding required for the designs and layouts of the abovementioned exhibition materials. EEMPSD staff shall be able to lead the exhibition design development and produce the necessary plans once equipped with the required hardware, software, supplies, materials, and professional assistants.

For the first part of this Project, the Contractor is expected to supply and deliver to the EEMPSD the following:

- two (2) units of high range portable computers (laptops) with specifications strictly appropriate for creating two- and three-dimensional graphic and architectural design, and multi-media contents; with installed up-to-date design software (official subscription for one (1) year, renewable annually; preferably Adobe Creative Suite and SketchUp 3D modeling software); ready-to-use and suited for travel and use at outdoor locations;

- 2) seven (7) units of 5 terra byte (TB) external and portable data storage, one unit for every exhibition proposed;
- 3) seven (7) units of 32 giga byte (GB) portable data storage, USB flash drive, one unit for every exhibition proposed;
- 4) one (1) unit of laser distance measure with the following specifications:
 - Measuring range: 0.05 meters to 50 meters
 - Precise measurement up to 50 meters
 - Large, multiple angle HD display
 - Quick, auto-calculation with real-time read outs
 - With multiple functions: Max/Min/continuous measurement, displacement calculation, data storage
 - Battery or battery charger included (whichever applicable); and
- 5) five (5) reams of A3-size minimum 100 GSM white paper.

To complete this project component, the NMP Curatorial Team are expected to submit to the Head of the Procuring Entity (HoPE) the following outputs:

- 1) Detailed Exhibition Designs (DEDs) and floorplans following EEMPSD's forms and formats, printed in A3-size paper with softcopies saved and backed-up in external storage devices;
- 2) three-dimensional renders of exhibition layouts with detailed components;
- 3) final technical drawings of all microclimate display vitrines, platforms, and pedestals; and
- 4) layouts of graphic/ visual and printed exhibition components as specified above.

This part of the Project will be completed once all designs and outputs mentioned have been approved by the HoPE.

Part 2: Construction, Fabrication, Production, Printing, and Installation Works

The second part covers the actual construction, fabrication, production, painting, finishing, delivery, and installation of hardware components that will strictly follow the DEDs produced in the first part of the Project. It also includes the supply and delivery of required construction and production materials of the proposed exhibitions at the gallery locations, as indicated in **ANNEX B - LINE ITEM WITH DETAILED SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**.

The Contractor for this Project is expected to supply, fabricate and/or produce, and deliver the following **exhibition hardware components, and display and lighting systems** described and illustrated in the general layouts of the exhibitions attached as ANNEX A, such as but not limited to the following:

- 1) customized three-dimensional dioramas and artistic reconstructions of various museum collections;
- 2) customized three-dimensional relief geographical/geological maps;
- 3) customized three-dimensional architectural models;
- 4) customized wall/ board panels;

- 5) customized micro-climate showcases with tempered glass, customized dimensions, built-in lighting and dehumidifiers, and object mounting systems strictly following the prescribed designs in the DEDs;
- 6) customized built-in vitrines;
- 7) customized platforms;
- 8) customized pedestals;
- 9) customized risers/ plinths;
- 10) hanging systems and mounting provisions for museum collections and museum labels such as but not limited to:
 - i. actual museum collections
 - ii. replica models
 - iii. metal and fiberglass object holders
 - iv. platforms covered by acid-free and museum grade textile or matting materials
 - v. museum-grade containers for display (bottles, petri dishes, jars, etc.);
- 11) customized frames, stretchers, glazing, and support for various museum art collections;
- 12) customized mounts, braces, support, and stretchers for various printed materials;
- 13) customized multi-media interactive displays, including both hardware and software;
- 14) customized black-out blinds in identified galleries; and
- 15) special lighting systems including the following:
 - i. lighting systems including rough-in, conduits, wiring, and fixtures for indoor general lighting in all exhibition galleries and spaces; and
 - ii. modular track bars and/or modular light structures and fixtures, preferably with dimmable track lights, and spotlights with 5" narrow to contour spots, for accent lighting of special pedestals, vitrines, and graphics and text panels as detailed in the DEDs of seven (7) exhibition galleries and areas covering a total of 2,091 square meters floor area.

All hardware components of the exhibitions must be made of high-quality, marine treated wood and composite materials (whichever applicable) with smooth finish and painted with at least three layers flat or matte paint in color swatches indicated in the DEDs. Paints to be used must be water-based emulsion and odorless.

The customized vitrines to be constructed and fabricated under this project need to be stable, sturdy, secure, and appropriately equipped with micro-climate devices such as dehumidifiers and must be carried out in consultation with the conservation

management team. The showcases/vitrines are glass enclosed display cabinets with a contained space that isolates the inner environment from the outer environment and protects the collections/museum objects against pollutants, inclement weather, fluctuating temperature and humidity levels. It should provide accessible space for desiccants or absorbents; easy access for the maintenance of the objects on display or replacement of captions, labels and built-in light fixtures; as well as in cleaning the interior part of the glass panels.

In addition, the Contractor for this part of the Project must also be able to supply, produce, deliver, and install the following graphics/visual **multi-media and printed materials**:

- 1) multi-media panels made of various materials such as sticker decals, wood cut-outs, acrylic and backlit film materials;
- 2) text and graphic panels printed on canvas in various and customized sizes;
- 3) captions printed on sticker and mounted on 3mm sintra board with matte lamination in various sizes;
- 4) object labels printed on sticker and mounted on 3mm sintra board with matte lamination in various sizes;
- 5) indoor signage or way finders printed on sticker and mounted on 5mm sintra board with matte lamination in various sizes;
- 6) gallery guides and location labels printed on sticker and mounted on 5mm sintra board with matte lamination in various sizes;
- 7) outdoor banners printed on non-woven fabric material in customized sizes;
- 8) outdoor post and panel signage printed on aluminum weather-resistant material;
- 9) graphics/photographs printed on photographic backlit film or PVC material, preferably matte laminated, 1500mm x 850mm per piece; and
- 10) A3-size brochures with museum guide map printed back-to-back on minimum 150 GSM matte laminated paper.

All supplies and materials for the production of the abovementioned multi-media and printed materials must be of the highest quality available and must be professionally handled, delivered, and installed at the gallery and display locations by the Contractor's staff. Details and specifications of the items are specified in **ANNEX B**. The NMP follows international standards in the preventive conservation of national collections. As such, the NMP Curatorial Team for this Project will also require appropriate conservation supplies, materials, and equipment in the handling, transport, installation, and preventive conservation of objects selected for the exhibitions. The Contractor for this part of the Project must be able to **supply and deliver museum conservation supplies and materials** specified in **ANNEX B**.

Finally, in addition to the scope of work mentioned above, the Contractor for this part of the Project must be able to provide the following **logistics and special services** related to completion of museum exhibition productions and installations which will run for four (4) to five (5) months:

- 1) professional transportation of various exhibition materials and museum collections as specified in the attached object lists from the NMP Central

Complex, Ermita, Manila and other locations where museum objects shall be collected to the NMP Cebu City;

- 2) professional translation services from English to Cebuano language;
- 3) professional video-production and post-production services for various required audio-visual and multi-media presentations;
- 4) professional painting of identified exhibition gallery walls with flat or matte paint with at least three (3) layers at the identified locations according to the color palettes to be indicated in the DEDs; and
- 5) professional staff responsible for the coordination and implementation of all works mentioned above, who will work together with the EEMPSD and the NMP Curatorial Team in completing the proposed exhibitions.

Part 3: Procurement of room dehumidifiers for NMP Cebu City galleries and exhibition areas

Apart from the built-in dehumidifiers in micro-climate vitrines, room dehumidifiers are also required to maintain the optimal environment required for displayed collections in the galleries. It will monitor fluctuations in relative humidity and temperature that causes deterioration of museum collections and thus can instigate proper action of conservators when needed. Room dehumidifiers also absorb excessive moisture in a given space to avoid dampness and accumulation of air-borne elements that can result to mold, fungi, and bacterial growth, and dust mites. It also helps in reducing musty odor, lessens conditions for wood rot, and prevents staining of ceilings and walls caused by condensation of excess moisture. For the galleries in NMP Cebu City, the Project will require a total of **52 units of room dehumidifiers** with the following minimum specifications:

Rated capacity (30 °C, 80%)	:	58L/D
Power Source	:	220/60 Hz / 1Ph
Rated Power/rated Current	:	not greater than 760W/3.6A
Air Flow	:	at least 850m ³ /h
Refrigerant	:	R410a (500g)
Available Ambient Temperature	:	5°C to 38°C
Noise level	:	not greater than 55dB
Area Coverage	:	at least 70 m ² with ceiling height at 2.6 m
Drainage	:	Hose/Bucket (at least 6L)

All units must have built-in relative humidity and temperature reader/meter and sensor.

The breakdown of units of dehumidifiers for each gallery and exhibition space is computed as follows:

Gallery Number/ Exhibition Space	Total Floor Area (In m ²)	Maximum Ceiling Height (In meters)	Computed Ideal Number of Dehumidifiers	Conservative Estimated Number of Dehumidifiers
1	329.34	5.8	10	8
2	160.23	5.6	6	4
3	329.24	5.8	10	8
4	335.82	4.2	10	8
5	335.82	4.2	10	8
Reception Hall	262.5	5.4	8	8
Entrance Lobby	337.5	5.8	10	8
Total Number of Units			64	52

IV. Description of Lots and Scopes of Work

As detailed in the Project Framework, the Project will have three (3) parts and thus the procurement of required supplies, materials, and services shall be divided into three (3) lots with the following Scope of Work and Technical Specifications, whichever is applicable:

Lot Number	Description	Scope of Work/ Technical Specifications
1	Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions	<p>The winning Bidder/ Contractor shall supply and deliver the following ICT equipment to the NMP Curatorial Team within two (2) weeks or 14 calendar days upon signing and receipt of the Notice to Proceed:</p> <ol style="list-style-type: none"> 1) two (2) units of portable computers (laptops) with specifications strictly appropriate for creating two- and three-dimensional graphic and architectural design, and multi-media contents; with installed up-to-date design software (including official subscription for one (1) year to Adobe Creative Suite and SketchUp 3D modeling software); ready-to-use and preferably suited for travel and use at outdoor locations; 2) seven (7) units of 5 terra byte (TB) external and portable data storage; 3) seven (7) units of 32 giga byte (GB) portable data storage, USB flash drive; 4) two (2) units of laser distance measure with the following specifications: Measuring range: 0.05 meters to 50 meters Precise measurement up to 50 meters Large, multiple angle HD display Quick, auto-calculation with real-time read outs With multiple functions: Max/Min/continuous measurement, displacement calculation, data storage Battery or battery charger included (whichever applicable); and 5) five (5) reams of A3-size minimum 90 GSM white paper.

2	Fabrication, production, printing, delivery, provision of professional and special services, and installation of exhibition components	<p>As detailed in the Project Framework and specified in the attached annexes, the Contractor for this lot of the Project is expected to:</p> <p>(1) supply, fabricate and/or produce, deliver, and install the required exhibition hardware components, and display and lighting systems;</p> <p>(2) supply, produce, deliver, and install the required graphics/visual multi-media and printed materials;</p> <p>(3) supply and deliver preventive conservation supplies and materials required for the preparation of museum collections for display and installation, as detailed in ANNEX B; and</p> <p>(4) provide the required logistics and other services related to the completion of museum exhibition productions and installations which will run for four (4) to five (5) months.</p> <p>The Contractor must be able to commence the Scope of Work immediately and complete the Project within 96 calendar days upon signing of the Contract and receipt of the Notice to Proceed.</p>
3	Supply and delivery of room dehumidifiers for galleries and exhibition spaces at NMP Cebu City	<p>The Contractor for this lot of the Project is expected to supply and deliver to the NMP Cebu City a total of 52 units of room dehumidifiers with the following minimum specifications:</p> <p>Rated capacity (30 °C, 80%): 58L/D Power Source: 220/60 Hz / 1Ph Rated Power/rated Current: not greater than 760W/3.6A Air Flow: at least 850m³/h Refrigerant: R410a (500g) Available Ambient Temperature: 5°C to 38°C Noise level: not greater than 55dB Area Coverage: at least 70 m² with ceiling height at 2.6 m Drainage: Hose/Bucket (at least 6L)</p> <p>All units must have built-in relative humidity and temperature reader/meter and sensor.</p> <p>The Contractor must be able to complete this part of the Project within two (2) months or 60 calendar days upon signing of the Contract and receipt of the Notice to Proceed.</p>

V. Obligations of the Winning Bidders/ Contractors

- 1) Whenever applicable, the Contractor/s for this Project shall strictly follow construction, production, and fabrication works according to the Detailed

Exhibition Designs (DEDs) prepared by the National Museum of the Philippines Curatorial Team and duly approved by the HoPE;

- 2) The Contractor for each project lot shall ensure that all supplies, materials, exhibition components, and equipment delivered to the NMP Cebu City and to the EEMPSD are of the highest quality available in the market;
- 3) In relation to the supply, delivery, and installation of all materials, supplies, equipment, and other fit outs at the NMP Cebu City, the Contractors for each lot, whenever applicable, shall:
 - a) Include services for all transshipment from the place of purchase to the designated delivery location at the NMP Cebu City's address stated above;
 - b) Ensure that service technicians and staff to be assigned at the National Museum of the Philippines (NMP) Buildings are well screened, technically and professionally trained, courteous, cooperative, efficient, reliable, trustworthy, well-groomed, physically and mentally fit. No personnel shall be assigned who has not been approved by the Exhibition, Editorial, and Media Production Services Division (EEMPSD) and the Facilities Management Division (FMD);
 - c) Agree to abide by the safety and security requirements of the NMP. The Contractor, its service technicians, and staff shall comply with the NMP's House Rules and Regulations, directives, instructions and other existing rules and regulations while inside the premises;
 - d) Subject service technicians and staff to security checks;
 - e) Ensure that its service technicians and staff wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards while performing service maintenance and repair works inside the NMP's premises. Loitering inside the NMP's premises is not allowed;
 - f) Provide and equip all its service technicians and staff with the tools during the course of the contract without any additional cost to the NMP; and
 - g) Ensure that the area is clean and in its original condition after the servicing has been made. Any damage/s caused by the Contractor's assigned technician or personnel shall be restored by the Contractor at no additional cost to the NMP.
- 4) All other items of work not specifically mentioned but are necessary to complete the works stated above shall be provided by the Contractor/s at no additional cost to the NMP.

VI. Obligations of the National Museum of the Philippines (NMP)

For the implementation of this Project, the NMP Curatorial Team must be able to:

- 1) Provide all necessary information to the Contractors on the requirements of the Project;
- 2) Closely coordinate with the Contractors in scheduling the activities;
- 3) Inspect and ensure that all requirements for the completion of the Project is delivered in good condition by the Contractor and adheres to international standards. The NMP shall give prompt written notice thereof to Contractors if it observes or becomes aware of any defect in the Project;
- 4) Designate when necessary, representatives authorized to act on its behalf. The NMP shall examine documents submitted by the Contractor and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of their work. It shall observe the procedure of issuing orders to the Contractor;
- 5) Work closely and assist in the coordination with other stakeholders to secure consent forms from local community members, when necessary and if applicable; and
- 6) Supervise and monitor the implementation of the Project.

VII. Approved Budget for Contract

The total budget for the project is **THIRTY SEVEN MILLION, EIGHT HUNDRED NINETY ONE THOUSAND, ONE HUNDRED AND SEVENTY PESOS, AND FORTY SIX CENTAVOS (PHP 37,891,170.46)** only to be charged against the **GENERAL FUND** under Capital Outlay (CO) for Fiscal Year 2023.

The budget for this Project is broken down into the following three (3) lots:

Lot No.	General description	Budget (in Php)
Lot 1	Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions	763,664.46
Lot 2	Fabrication, production, delivery of supplies and materials, provision of professional and special services, and installation of exhibition components	33,583,965.99
Lot 3	Supply and delivery of room dehumidifiers for NMP Cebu City galleries and exhibition spaces	3,543,540.00
TOTAL (in Php)		37,891,170.46

Amounts stated herein include all applicable direct and indirect costs, expenses, and taxes.

VIII. Material Specifications

All materials and services required for this project shall be delivered in high quality and condition, shall be in accordance with international museum standards, and shall strictly follow the specifications stated in the Detailed Exhibition Designs, technical specifications, and scope of work for each lot of the Project mentioned above.

ANNEX B provides the line item technical specifications and scope of work for all required supplies, materials, equipment, and services for **Lot 2** of this Project.

IX. Schedule of Delivery of Materials, Project Duration and Completion

The Exhibition, Editorial, and Media Production Services Division (EEMPSD) shall issue to the Contractor/s Notice to Deliver (NTD) indicating the timeline and schedule within which each delivery should be made, duly approved by the NMP Curatorial Team.

The following table indicates general information on the target schedules and duration of each lot of the project. The Contractor/s for the project must be available and able to meet the following target schedules of project implementation and completion of the abovementioned required scope of work and technical specifications:

Lot No.	General description	Project duration
Lot 1	Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions	14 calendar days
Lot 2	Fabrication, production, delivery, provision of professional and special services, and installation of exhibition components	96 calendar days
Lot 3	Supply and delivery of room dehumidifiers for NMP Cebu City galleries and exhibition spaces	60 calendar days

X. Warranty

The Contractor/Service provider shall provide at least one (1) year warranty against factory defects and any reduction on the minimum required material specifications reckoned from the date of delivery and testing for applicable supplies, materials, equipment. Form of warranty shall be as specified in Section 62.1 of the IRR of R.A. 9184, the Government Procurement Reform Act and its Implementing Rules and Regulations.

XI. Qualifications of Bidder

The NMP requires the services of a Contractor/Service Provider with legal, technical, and financial capability to deliver, implement and complete the abovementioned specifications for this project.

More specifically, the Contractor/Service Provider for **Lot 2. Fabrication, production, delivery, provision of professional and special services, and installation of exhibition components**, must have the following qualifications:

1. Must have at least five (5) years of experience in related projects, more specifically in installing exhibitions in museums or other related projects;
2. Should have completed at least one (1) project similar to or related to installing exhibitions in museums, locally or abroad;
3. Must have in-house designers and media production staff who can follow, provide, and revise designs of exhibition layouts and other media components;
4. Should be able to mobilize their staff and manpower to the identified regional museum locations to implement and complete the project;
5. Should have a professional staff and manpower dedicated to properly coordinating the status of the project with the NMP curatorial team;
6. Must be able to commit to deliver all the required supplies, materials, and services as per the approved exhibition designs and layouts; and
7. Must be able to comply with other requirements set by the National Museums Bids and Awards Committee.

XII. Terms of Payment

All Contractors for the supply and delivery of materials, supplies, and equipment (Lots 1 and 3) shall be paid in full upon complete delivery and receipt of the specified items. The warranty for these goods shall be covered by retention money worth 10% of the total contract price or a bank guarantee for each lot. The retention money or bank guarantee shall only be released after the lapse of the warranty period, provided that the goods supplied are free from latent and patent defects and satisfies the conditions of the contract.

The payment terms for **Lot 2. Fabrication, production, delivery, provision of professional and special services, and installation of exhibition components** shall be in tranches following the schedule below:

First tranche - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 4;

Second tranche - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DEDs for the Reception Hall and Ground Floor Lobby;

Third tranche - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 2;

Fourth tranche - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 3;

Fifth tranche - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 1; and

Sixth tranche - Upon delivery of all required supplies, materials, and services and completion of the exhibition requirements as detailed in the final DED for Gallery 5.

For every tranche completed, the Contractor shall submit a **Statement of Work Accomplished (SWA)** and corresponding request for payment. The SWA should show the amounts which the Contractor considers itself to be entitled, to cover (a) the cumulative value of the works it executed to date, based on the schedule of tranches detailed above, and (b) adjustments made for approved variation orders executed. The NMP Curatorial Team Representative/s shall check the Contractors' monthly SWA and certify the amount to be paid to the contractor as tranche payment. Except as otherwise stipulated in the Instruction to Bidders, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

The NMP shall, whenever applicable, deduct the following from the certified gross amounts to be paid to the Contractor as progress payment:

- a) Cumulative value of the work previously certified and paid for;
- b) Retention money in accordance with the condition of contract;
- c) Amount to cover third party liabilities, if applicable; and
- d) Amount to cover uncorrected discovered defects in the works.

10% retention money for every progress payment shall be applied in the absence of a special bank guarantee worth 10% of the total contract price. The retention money or bank guarantee shall only be released after the lapse of the Project warranty period, provided that the goods, supplies, and materials supplied are free from latent and patent defects and satisfies the conditions of the contract.

XIII. Liquidated Damages

When the Contractor fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods/services are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.

Terms of Reference

EXHIBITIONS AND FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL AND REGIONAL SITES FY 2023
National Museum of the Philippines Cebu City

XIV. Procurement Process

Procurement for the abovementioned project shall be in accordance with the provisions of the Government Procurement Reform Act (Republic Act 9184) and its revised implementing rules and regulations.

Prepared by:



CYRILA A. SANTOS

Administrative Officer V

Exhibition, Editorial, and Media Production Services Division

Noted by:



ALLAN S. ALVAREZ

OIC/ Supervising Administrative Officer

Exhibition, Editorial, and Media Production Services Division

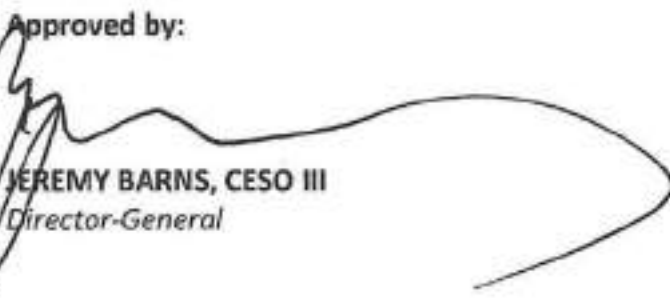
Recommending approval by:



JORELL M. LEGASPI

Deputy Director-General for Museums

Approved by:



JEREMY BARNES, CESO III

Director-General

Terms of Reference

EXHIBITIONS AND FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL AND REGIONAL SITES FY 2023
National Museum of the Philippines Cebu City



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

EXHIBITION, EDITORIAL, AND MEDIA PRODUCTION SERVICES DIVISION

TERMS OF REFERENCE

**EXHIBITIONS AND FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES,
CENTRAL AND REGIONAL SITES FY 2023
NATIONAL MUSEUM OF THE PHILIPPINES CEBU CITY**

**ANNEX B. LINE ITEM AND DETAILED TECHNICAL SPECIFICATIONS
AND SCOPE OF WORK**

EXHIBITIONS, EDITORIAL AND MEDIA PRODUCTION SERVICES DIVISION

Project:	EXHIBITIONS & FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES, CENTRAL & REGIONAL SITES (NMP Cebu City)	Project No:
Location:	National Museum of the Philippines Cebu City	
Duration:	96 Calendar Days	

Subject:	LINE ITEM WITH DETAILED SCOPE OF WORK AND TECHNICAL SPECIFICATIONS		
Items	Scope of Work or Technical Specifications	Qty	Unit

LOT 1: Supply and delivery of Information and Communication Technology (ICT) equipment for the design development of the exhibitions

1	High-range portable computers (laptops) with specifications strictly appropriate for creating two- and three-dimensional graphic and architectural design and rendering, and multi-media contents; with installed up-to-date design software (official subscription for one (1) year, renewable annually; preferably Adobe Creative Suite and SketchUp 3D modeling software); ready-to-use and suited for travel and use at outdoor locations; (Php 216,990 prevailing market price)	2	package/ unit
	minimum specifications:		
	16.2 inches liquid retina XDR display		
	processor equivalent to or higher than Apple M2 Max chip		
	16 GB to 96 GB unified memory		
	at least 1 TB storage		
	up to 22 hours battery life		
	with 12 months subscription to SketchUp (USD 399/ year)	2	annual subscription
	with 12 months subscription to Adobe Creative Suite (Php 2,642.00/ month x 12 months = Php 31,704)	2	annual subscription
2	5 tera byte (TB) external and portable data storage; (Php 8,000 average market price as of 3/22/2023)	7	unit
3	32 GB portable data storage, USB flash drive; (Php 850 average market price as of 3/22/2023)	7	pieces
4	laser distance measure with the following specifications: Measuring range: 0.05 meters to 50 meters Precise measurement up to 50 meters Large, multiple angle HD display Quick, auto-calculation with real-time read outs With multiple functions: Max/Min/continuous measurement, displacement calculation, data storage Battery or battery charger included (whichever applicable) (Php 1,799 prevailing market price as of 3/3/2023)	1	units
5	A3-size minimum 90 GSM white paper (Php 1,500 per ream as of 3/22/23).	5	ream

LOT 2: Fabrication, production, printing, delivery, provision of professional and special services, and installation of exhibition components

1	GENERAL REQUIREMENTS		
	Demobilization/Mobilization		
	Professional staff responsible for the coordination and implementation of all works mentioned in the Terms of Reference		
	Labor estimates: Php 780/ day x minimum of 20 staff x 96 calendar days	20	day
	DSA of laborers and staff @ Php 500/day x 20 staff x 96 calendar days	20	day
	Project Signage	3	set
	Temporary Facilities	120	sqm
	Temporary Utilities	1	lot
	Site Safety & Housekeeping	96	CD
2	EXHIBITION REQUIREMENTS AND FIT-OUTS		
	This includes the following scopes:		
	1. Fabrication, supply and delivery of the following customized microclimate vitrines		
	Type 1 case* please see attached specifications	3	unit
	Type 1a case* please see attached specifications	2	unit
	Type 2 case* please see attached specifications	10	unit
	Type 3 case* please see attached specifications	0	unit
	Type 4 case* please see attached specifications	0	unit
	Type 5 case* please see attached specifications	23	unit
	Type 6 case* please see attached specifications	0	unit
	Type 7 case* please see attached specifications	3	unit
	2. Supply, delivery and fabrication of customized wall panels, built-in vitrines, various pedestals, platforms, plinths, mounts, and risers		
	2.1. Hardware and construction materials		

Items	Scope of Work or Technical Specifications	Qty	Unit
	Common nail, 1 1/2 inch	20	kilogram
	Common nail, 1 inch	20	kilogram
	Common nail, 2 1/2 inches	20	kilogram
	Common nail, 2 inches	20	kilogram
	Common nail, 3 inches	20	kilogram
	Finishing nail, 1 1/2 inch	20	kilogram
	Finishing nail, 1 inch	20	kilogram
	Finishing nail, 2 1/2 inches	20	kilogram
	Finishing nail, 2 inches	20	kilogram
	Finishing nail, 3 inches	20	kilogram
	Kiln Dry Wood 2x2x8	500	piece
	Kiln Dry Wood 1x2x8	300	piece
	Kiln Dry Wood 1x1x8	300	piece
	Kiln Dry Wood 1/2x1x8	200	piece
	Cutting disk, 4 inches diameter	100	piece
	Grinding disk, 4 inches	100	piece
	Marine plywood, 3/4 local	860	piece
	Marine plywood, 1/2 local	200	piece
	Marine plywood, 1/4 local	120	piece
	Sanding paper, No. 100	100	pieces
	Sanding paper, No. 220	100	pieces
	Welding rod 3/32	5	kilogram
	Various carpentry tools	1	lot
	Angle bar: 3mx 1 1/2	100	piece
	Angle bar: 4.5mx 1 1/2	48	piece
	Black iron, tubular, 1.2mm x 1 x 1	35	piece
	Black iron, tubular, 1.2mm x 2 x 2	30	piece
	CONCRETE NAIL # 3	500	piece
	CONCRETE DRILL 1/8	500	piece
	METAL SCREW	500	piece
	- 6 X 1 1/4 inch	500	piece
	- 6 X 1 1/2 inch	500	piece
	- 6 X 1 inch	500	piece
	METAL DISC CUTTER 14 Diameter	500	piece
	NYLON CABLE TIE		piece
	- 3 m x 4 mm	500	piece
	- 4m x 6 mm	500	piece
	NYLON ROPE		piece
	- 6 m x 3 mm	5	piece
	- 8 x 4 mm	5	piece
	- 10 x 5 mm	5	piece
	- 12 x 6 mm	5	piece
	NUT		piece
	- 3/8 inch	500	piece
	- 5/16 inch	500	piece
	NIGHT LIGHT	30	piece
	PAINT ROLLER #7	50	piece
	PAINT ROLLER REFILL	50	piece
	PAKONG BAKYA 3/4	100	piece
	PALETA (PAIR)	50	piece
	PVC MOULDING		piece
	- 1/2"	50	piece
	- 3/4"	50	piece
	34 X 3/8	50	piece
	- 1"	50	piece
	- 1"	50	piece
	PUTTY KNIFE		piece
	- 2"	10	piece
	- 3"	10	piece
	SANDING PAPER		piece
	- # 60	100	piece
	- # 80	100	piece
	- # 100	100	piece
	SCREW & EYE		piece
	- # 4	500	piece
	- # 6	500	piece
	SCREW DRIVER		piece
	- 5"	10	piece
	- 6"	10	piece
	SCREW W/ TOX 1 1/2	500	piece
	SEALANT CLEAR	100	piece
	SHELF BRACKET		
	- 4 ft x 5 ft	50	piece
	- 6 ft x 5 ft	50	piece
	- 8 ft x 10 ft	35	piece
	SILICON GUN	35	piece
	STANDARD STEEL TAPE	35	piece

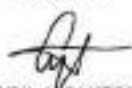
Items	Scope of Work or Technical Specifications	Qty	Unit
	STEEL BRUSH/WOOD	20	piece
	STEEL BRUSH/PLASTIC	20	piece
	WOODGLUE 1/2 lt.	40	piece
	FANS!		
	- size 60 / 50	30	piece
	- size 75 / 40	30	piece
	TEKSCREW (METAL)		
	- 45 mm	300	piece
	- 55 mm	300	piece
	- 65 mm	300	piece
	TILE ADHESIVE	100	piece
	TOX & SCREW 6mm	500	piece
	UMBRELLA NAIL	100	piece
	ALL PURPOSE SEALANT	100	piece
	WALL ANGLE	500	piece
	WALL CLIP	500	piece
	WASHER		
	- size 3/16	1000	piece
	- size 3/18	1000	piece
	- size 5/16	500	piece
	WELDING GLOVE	10	piece
	WELDING GOGGLES	10	piece
	WELDING HOLDER	10	piece
	WELDED WIRE		
	1/2 inch X 1 meter	50	piece
	1 inch X 1 meter	50	piece
	WIPECORD WELDING ROD	10	piece
	2.2. Glazing and Glassworks		
	Acrylic glass panel, 4.5 mm thickness, 4 ft x 8 ft	30	piece
	Acrylic glass panel, 6 mm thickness, 4 ft x 8 ft	20	piece
	Glass suction lifter, three-head	10	unit
	Glass suction lifter, two-head	10	unit
	Industrial grade diamond glass cutter	40	piece
	Silicone clear glass sealant	100	tube
	Tempered glass panels Height: 220 cm; Width: 120 cm; Thickness: 6 mm	24	piece
	Tempered glass panels Height: 220 cm; Width: 120 cm; Thickness: 10 mm	36	piece
	2.3. Paint supplies and materials		
	Gallery 1 Paint Requirements : Total 327.98 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	66	liters
	Putty (Php 901.00 /4L)	109	liters
	Topcoat (Flatwall Quick-drying Enamel)	105	liters
	Thinner (Php 576/ 4L)	56	liters
	Gallery 2 Paint Requirements : Total 211.43 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	42	liters
	Putty	71	liters
	Topcoat (Flatwall Quick-drying Enamel)	68	liters
	Thinner	36	liters
	Gallery 3 Paint Requirements : Total 241.13 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	48	liters
	Putty	81	liters
	Topcoat (Flatwall Quick-drying Enamel)	77	liters
	Thinner	42	liters
	Gallery 4 Paint Requirements : Total 469 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	94	liters
	Putty	156	liters
	Topcoat (Flatwall Quick-drying Enamel)	150	liters
	Thinner	81	liters
	Gallery 5 Paint Requirements : Total 322.7 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	65	liters
	Putty	108	liters
	Topcoat (Flatwall Quick-drying Enamel)	103	liters
	Thinner	55	liters
	Reception Hall Paint Requirements : Total 140 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	28	liters
	Putty	47	liters
	Topcoat (Flatwall Quick-drying Enamel)	45	liters
	Thinner	24	liters
	Lobby Paint Requirements : Total 50 sqm walls and panels surface area		
	Primer (Flatwall Enamel)	10	liters
	Putty	17	liters
	Topcoat (Flatwall Quick-drying Enamel)	16	liters
	Thinner	9	liters
	Various application tools and materials		

Items	Scope of Work or Technical Specifications	Qty	Unit
	Roller paint tray	20	pieces
	9" roller brush	50	pieces
	4" roller brush	50	pieces
	3" paint brush	50	pieces
	2.4. Adhesives		
	A3 size Magnetic Display Board, silver frame color	2	piece
	Cloth adhesive tape, color dark brown, 2 inches	10	piece
	Cloth adhesive tape, color dark grey, 2 inches	10	piece
	Heavy Duty, High temperature resistant double-sided tape (1 inch width)	70	roll
	Duct adhesive tape, color dark brown, 2 inches width	40	piece
	Duct adhesive tape, color dark grey, 2 inches width	40	piece
	Glue gun Heavy Duty	3	piece
	Glue gun small Heavy Duty	3	piece
	Glue stick, small size (pack of 10)	20	piece
	Glue stick, (pack of 10)	10	box
	Glue stick, small size 6 pcs/pack	50	piece
	Magnetic sheets, 10 sheets/ pack	10	pack
	Multi-purpose gum tack adhesive, 50 pcs per pack	35	pack
	Nano (double-sided transparent adhesive) tape, 2 mm thickness, 1"	70	piece
	2.5. Upholstery and mounting supplies and materials		
	Fiber fill polyester sheet, white	50	yard
	Heavy duty gun tacker	2	unit
	Gun tack staple wire, size compatible with heavy duty gun tacker	10	box
	Headless pins/ insect pins, 100 pieces per box	5	box
	Katrina cotton cloth (60 inches in width) beige color	50	yard
	Katrina cotton cloth (60 inches in width) white color	50	yard
	Katrina cotton cloth (60 inches in width) black color	50	yard
	2.6. Cleaning supplies and materials		
	Anti-static feather duster	5	piece
	Double chemical respirator with cartridge	10	piece
	Rugs	150	piece
	Microfiber cloth; 32 x 32 cm approximately 12 pcs per pack; Non-shedding; Thick Absorbent; Scratch-free; Lint-free	60	pack
	Plastic apron	20	piece
	Plastic broom and dust pan set	5	unit
	Heavy-duty vacuum cleaner with HEPA filter	3	unit
	Reusable chemical resistant gloves (35cm/Medium, 100 pcs/ box)	10	pack
	2.7. Preventive conservation supplies and materials		
	Mylar sheet	3	roll
	Glassine paper	10	ream
	Acid-free brown kraft paper (48 inches x 40 meters; 80 gsm)	10	roll
	Silica gel desiccant packets (200-250 grams per packet)	500	packet
	Acid-free foam board with one-side adhesive (10 mm thick, 4 ft x 8 ft)	50	piece
	Heat shrinkable tube (530 pieces, 5 colors, 1.0mm, 2.0mm, 3.0mm, 4.0mm, 6.0mm, 8.0mm, 10.0mm, 14.0mm diameter)	5	set
	Heat blower (hair dryer)	2	set
	3. Electrical and museum lighting services		
	Supply, delivery, and installation of special lighting systems including:		
	3.1. General lighting systems including rough-in, conduits, wiring, and fixtures for indoor lighting in all exhibition galleries and spaces		
	3.2. Modular track bars and/or modular light structures and fixtures, preferably with dimmable track lights, and spotlights with 5" narrow to contour spots, for accent lighting of special pedestals, vitrines, and graphics and text panels as detailed in the DEDs of seven (7) exhibition galleries and areas covering a total of 2,091 square meters floor areas	1	lot
	4. Customized black-out blinds seven (7) exhibition galleries		
	Gallery 4 - 11 windows with maximum measurements of 2.5 x 4 meters	11	unit
	Gallery 5 - 11 windows with maximum measurements of 2.5 x 4 meters	11	unit

Items	Scope of Work or Technical Specifications	Qty	Unit
	5. Supply and delivery of customized multi-media interactive displays, including both hardware and software		
	5.1. Touch screen and digital display monitors with installed applicable software, and ready-to-use units (at least 60 inches digital display screen) for:	1	lot
	Gallery 1: 1 unit		
	Gallery 2: 1 unit		
	Gallery 3: 1 unit		
	Gallery 4: 1 unit		
	Reception Hall, 2nd floor: 1 unit		
	5.2. Virtual reality headset with complete software, kit, and mount	2	units
	6. Supply, production, delivery, and installation of printed materials:		
	6.1. multi-media panels made of various materials such as sticker decals, wood cut-outs, acrylic and backlit film materials to cover a total of 205.655 square meters wall and surface area	205.655	per square meter
	Gallery 1 = 76.03 sqm		
	Gallery 2 = 8.54 sqm		
	Gallery 3 = 45.835 sqm		
	Gallery 4 = 15.75 sqm		
	Gallery 5 = 15.75 sqm		
	Reception Hall = 43.75 sqm		
	6.2. text and graphic panels printed on high quality canvases in various and customized sizes to cover a total of 374.23217 square meters wall and surface area	374.23217	per square meter
	Gallery 1 = 123.87 sqm		
	Gallery 2 = 97.76 sqm		
	Gallery 3 = 122.6 sqm		
	Gallery 4 = 6 sqm		
	Gallery 5 = 6 sqm		
	Reception Hall = 18 sqm		
	6.3. to 6.4. captions and object labels printed on sticker and mounted on 3mm sintra board with matte lamination in various sizes to cover a total of 200 square meters surface area	200	per square meter
	6.5. to 6.6. indoor signage or way finders, gallery guides, and location labels, printed on sticker and mounted on 5mm sintra board with matte lamination in various sizes to cover a total of 300 square meters surface/wall area	300	per square meter
	6.7. outdoor banners printed on non-woven fabric material in customized sizes - total of 7 pieces with maximum dimensions of 8 x 16 feet	7	piece
	6.8. outdoor post and panel signage printed on aluminum weather-resistant material - 1 set with maximum dimensions of 4 x 8 feet	1	piece/ lot
	6.9. graphics/photographs printed on photographic backlit film or PVC material, preferably matte laminated, 1500mm x 850mm per piece	100	piece
	6.10. A3-size brochures with museum guide map printed back-to-back on minimum 150 GSM matte laminated paper	2000	piece
	7. Customized display dioramas and maps		
	Total of 6 display dioramas or maps in different galleries with a total of 360 cubic meters volume coverage (includes all display components such as replicas of collections and other various display requirements, and built-in lighting)	360	cubic meter
	8. Customized 3-dimensional architectural models (1m x 1 m)	5	unit/ set
	9. Professional transportation of various exhibition materials and museum collections as specified in the attached object lists from the NMP Central Complex, Ermita, Manila and other locations where museum objects shall be collected to the NMP Cebu City	1	lot
	10. Professional translation services from English to Cebuano language	1	lot

Items	Scope of Work or Technical Specifications	Qty	Unit
	11. Professional video- and augmented-reality content production and post-production editing services for various required audio-visual and multi-media presentations for a total of five (5) audio-visual presentations in different platforms	1	lot
LOT 3: Supply and delivery of room dehumidifiers for NMP Cebu City galleries and exhibition spaces			
1	<p>Supply and delivery of dehumidifiers with the following minimum specifications at the National Museum of the Philippines Cebu City, Fort San Pedro Complex, A. Pigafetta Street, Cebu City:</p> <p>Rated capacity (30 °C, 80%): 58L/D Power Source: 220/60 Hz / 1Ph Rated Power/ rated Current: not greater than 760W/3.6A Air Flow: at least 850m3/h Refrigerant: R410a (500g) Available Ambient Temperature: 5°C to 38°C Noise level: not greater than 55dB Area Coverage: at least 70 m2 with ceiling height at 2.6 m Drainage: Hose/ Bucket (at least 6L)</p> <p>*The units must have built-in relative humidity and temperature reader/meter and sensor.</p>	52	unit

PREPARED BY:



CYRIL A. SANTOS
Administrative Officer V, EEMPSD

CHECKED BY:



ALLAN S. ALVAREZ
Supervising Administrative Officer/ OIC, EEMPSD



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

EXHIBITION, EDITORIAL, AND MEDIA PRODUCTION SERVICES DIVISION

TERMS OF REFERENCE

**EXHIBITIONS AND FIT-OUT OF VARIOUS NATIONAL MUSEUM OF THE PHILIPPINES,
CENTRAL AND REGIONAL SITES FY 2023
NATIONAL MUSEUM OF THE PHILIPPINES CEBU CITY**

ANNEX A. General Exhibition Plans and Layouts

Ground Floor Lobby	7 pages
Gallery 1	7 pages
Gallery 2	4 pages
Gallery 3	9 pages
Gallery 4	5 pages
Gallery 5	5 pages
Reception Hall, Second Floor	2 pages
Customized Vitrine Designs (Case Types 1, 2, 5, and 7)	1 page