



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9692194

Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA

Title Production & Distribution of Materials for the Museum Inclusivity, Universal Accessibility, and A Safe Place Campaign

Area of Delivery Metro Manila

Solicitation Number:	REQUEST FOR QUOTATION NO. BAC 2023-009	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Printing Services		
Approved Budget for the Contract:	PHP 460,000.00	Document Request List	10
Delivery Period:	20 Day/s		
Client Agency:		Date Published	26/04/2023
Contact Person:	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph	Last Updated / Time	26/04/2023 00:00 AM
		Closing Date / Time	02/05/2023 10:00 AM

The National Museum of the Philippines (NMP), through the Bids and Awards Committee (BAC) Secretariat, Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement – Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): Four Hundred Sixty Thousand Pesos (PHP 460,000.00)
Please see attached Technical Specifications.

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before May 2, 2023, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies of the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit, and;
- (c) Notarized Omnibus Sworn Statement (GPBB-Prescribed Form).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address, and Contact Number of the bidder; and
- (d) Addressed to the information indicated below.

The NMP 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

For further information, please refer to:
Mr. Edwin J. dela Rosa,
Head - BAC Secretariat

2/F, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1014

(SGD)
EDWIN J. DELA ROSA
Head - BAC Secretariat
Bids and Awards Committee

Created by Edwin J. Dela Rosa

Date Created 25/04/2023

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PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

TERMS OF REFERENCE FOR THE PROCUREMENT OF ADVOCACY MATERIALS

I. RATIONALE

Republic Act No. 9710, also known as The Magna Carta for Women, mandates all government agencies and other sectors to implement progressive gender and development policies to foster empowerment, equity, and participation for everyone. On the part of the NMP, this mandate is made a reality by our commitment to our gender and development agenda of becoming a museum for all – an institution that fosters universal accessibility and promotes the Museum as a safe space for everyone.

One of the many ways this mandate is realized is through awareness building among employees and stakeholders, particularly the public who supports the programs and exhibitions of the NMP. The campaign “#TayoTayoSaNMP,” “#KitaKitaSaNMP” will therefore be part of the Agency’s effort to promote its GAD agenda.

II. OBJECTIVE

In consonance with the Agency’s GAD Agenda, the campaign “#TayoTayoSaNMP,” “#KitaKitaSaNMP” is introduced. The campaign statements are a play on the words “tayo” which could both mean “us” or “let us stand up” and “kita” meaning either “let us meet” or “I see you”. The intention is to promote the National Museum of the Philippines as a place of convergence and collective action for people from all backgrounds. It also aims to echo the institution’s recognition of each person’s dignity and self-expression which has since been reflected in our collections and exhibitions.

III. SCOPE OF WORK

A. Specifications

A.1 Postcard			Item Description/Specifications
Qty.	Unit		
2500	pcs		Postcard – <ul style="list-style-type: none">• A6 (4.1 x 5.8 inches)• colored, back-to-back• 300 GSM, Matte, No lamination• Design: National Museum of Fine Arts façade (front) with address lines, stamp box, featured museum object, and other details (back)
2500	pcs		Postcard – <ul style="list-style-type: none">• A6 (4.1 x 5.8 inches)• colored, back-to-back• 300 GSM, Matte, No lamination• Design: National Museum of Anthropology façade (front) with address lines, stamp box, featured museum object, and other details (back)
2500	Pcs		Postcard – <ul style="list-style-type: none">• A6 (4.1 x 5.8 inches)• colored, back-to-back• 300 GSM, Matte, No lamination• Design: National Museum of Natural History façade (front) with address lines, stamp box, featured museum object, and other details (back)
2500	pcs		Postcard – <ul style="list-style-type: none">• A6 (4.1 x 5.8 inches)• colored, back-to-back• 300 GSM, Matte, No lamination• Design: Collage photo of the façades of NMP Regional, Area, and Site Museums and Satellite Offices (front) with address lines, stamp box, and other details (back)

A.2 Bookmark

Qty.	Unit	Item Description/Specifications
3000	pcs	Bookmark – <ul style="list-style-type: none"> • 2x6 inches • 300 GSM, Matte, No Lamination • Design: Monochrome Line Art (front), full color image of NMFA exhibited museum objects (back)
3000	pcs	Bookmark – <ul style="list-style-type: none"> • 2x6 inches • 300 GSM, Matte, No Lamination • Design: Monochrome Line Art (front), full color image of NMA exhibited museum objects (back)
3000	pcs	Bookmark – <ul style="list-style-type: none"> • 2x6 inches • 300 GSM, Matte, No Lamination • Design: Monochrome Line Art (front), full color image of NMNH exhibited museum objects (back)

A.3 Button Pins

Qty.	Unit	Item Description/Specifications
3000	pcs	Button pins – <ul style="list-style-type: none"> • 2.25 inches, full color print • Matte, with lamination • Design: Typographic layout with graphics featuring the NMFA exhibited museum object
3000	pcs	Button pins – <ul style="list-style-type: none"> • 2.25 inches, full color print • Matte, with lamination • Design: Typographic layout with graphics featuring the NMA exhibited museum object
3000	pcs	Button pins – <ul style="list-style-type: none"> • 2.25 inches, full color print • Matte, with lamination • Design: Typographic layout with graphics featuring the NMNH exhibited museum object

B. The Bidder shall:

1. Submit sample printed materials/outputs of each item for approval of 2023 NHM & MGM TWG and NMP-GAD TWG before proceeding with actual print production
2. Ensure the delivery of the items within 20 days from receipt of JO and/or upon approval of actual sample and final layout
3. Be able to provide the exact quantity of all items per the specification. The NMP has the right to reject/refuse acceptance of the delivered items found to be damaged, not following the required print quality and specifications, and/or not the same as the one approved as sample printed materials/outputs
4. Ensure that all items to be delivered are all in good condition. Delivery shall be made at the National Museum of Fine Arts building, Padre Burgos, Manila.
5. Provide bank details (Bank Name, Account Number, Bank Branch) for the payment processing upon complete delivery.
6. All materials/information that may come into the possession of the supplier for purposes of the completion of this requirement shall remain confidential and should not come into the possession of any Third Party without the prior consent of NMP.

C. The NMP shall:

1. Provide the soft copy of the content, layout, and color guide to be printed on all items.
2. Provide the supplier the distribution lists of campaign materials for production
3. Provide payment when the goods have been delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User
4. NMP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.

IV. APPROVED BUDGET OF CONTRACT

FOUR HUNDRED SIXTY THOUSAND PESOS (Php 460,000.00) inclusive of tax and subject to rules and regulations as mandated by RA 9184,

1. Postcard – A6 (4.1 x 5.8 inches), colored, back-to-back, 300 GSM, (10,000 pcs)
 - Php 10.00 each
2. Bookmark – 2x6 inches, 300 GSM (9,000 pcs) – Php 10.00 each
3. Button pins – 2.25 inches, full color print, matte material (9,000 pcs)
 - Php 30.00 each

V. PROCUREMENT MODE

Small Value Procurement (Section 53.9)

VI. SOURCE OF FUND

The budget amounting to Four hundred sixty thousand pesos only (Php 460,000.00) is needed for the conduct of the proposed activity and shall be charged against the following:

- Lot 1: Php 100,000.00 - Museum Services Division (MSD) fund
- Lot 2: Php 360,000.00 - Gender and Development (GAD) fund


VII. TERMS OF PAYMENT

Payment upon complete delivery and acceptance of the procured items.


Prepared by:


EUNICE M. PLAZA

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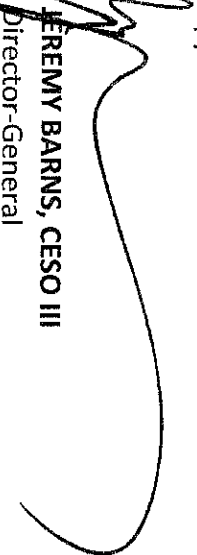
Noted By:


RIZZA S. SALTERIO
Information Officer III
Chairperson, NMP NHM&MGM Task Force

Recommending Approval:


JORELL M. LEGASPI
Deputy Director-General for Museums

Approved:


JEREMY BARNS, CESO III
Director-General