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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9918157  
**Procuring Entity** NATIONAL MUSEUM - MANILA METRO MANILA  
**Title** Supply and Delivery of Various Office Supplies and Materials  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	REQUEST FOR QUOTATION NO. BAC 2023 – 018	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	07/07/2023
<b>Approved Budget for the Contract:</b>	PHP 563,771.25	<b>Last Updated / Time</b>	07/07/2023 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	13/07/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>			
	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		
<b>Description</b>			

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 52.1.b (Shopping-Ordinary/Regular Office Supplies and Equipment) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC):

Five Hundred Sixty-Three Thousand Seven Hundred Seventy-One Pesos and Twenty-Five Centavos (PHP 563,771.25)

Delivery Period: Thirty (30) Calendar Days

Terms of Payment: Full payment upon completion of delivery

NOTE: Please see attached Annex "A"

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 July 13, 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, and;
- (b) Mayor's /Business Permit

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:

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** 06/07/2023

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

**REQUEST FOR QUOTATION FORM**  
(Shopping)

Document Reference No.	NMP-BAC-F-018
Effectivity Date:	30 June 2023
Version no.:	2023-000

**REQUEST FOR QUOTATION NO. BAC 2023 – 018**

**Supply and Delivery of Various Office Supplies and Materials**

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**Approved Budget for the Contract (ABC):**

**Five Hundred Sixty-Three Thousand Seven Hundred Seventy-One Pesos and Twenty-Five Centavos (PHP563,771.25)**

**Delivery Period: Thirty (30) Calendar Days**

**Terms of Payment: Full payment upon completion of delivery**

**NOTE: Please see attached Annex “A”**

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**EDWIN J. DELA ROSA**

Head - BAC Secretariat

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**ANNEX "A"**

No.	Qty.	Unit	Specifications
1	7	Roll	Tape, Electrical, 18mm x 16 M min.
2	2	Piece	Cutter/Utility Knife, for General Purpose
3	10	Pack	Wrapping Paper, Kraft, 50 Sheets per pack
4	33	Rolls	Twine, Plastic, One kilo per roll
5	135	Pack	Battery, size AA, 2 pieces per blister pack
6	251	Pack	Battery, size AAA, 2 pieces per blister pack
7	10	Roll	Acetate, Thickness: 0.075 mm min (gauge #3)
8	52	Box	Clip, Backfold, 32 mm, 12 piece per pack
9	183	Piece	Correction Tape, 6 meters (min), 1 piece in individual plastic
10	90	Piece	Data File Box
11	92	Piece	Data Folder, legal Size, with Taglia lock on top, Landscape Orientation
12	4	Box	Envelope, Expanding, Kraftboard, for legal size
13	23	Piece	Envelope, Expanding, plastic (single)
14	15	Piece	File Organizer, Expanding, plastic, Legal (Multiple Insert)
15	6	Set	File Tab / Index Divider, Bristol Board, A4 Size
16	11	Set	File Tab / Index Divider, Bristol Board, Legal Size
17	5	Box	Folder, Pressboard, 100 pieces per box
18	15	Box	Index Tab, Self-Adhesive, 5 set/box, Assorted colors
19	11	Bundle	Looseleaf Cover, 50 sets per bundle
20	9	Piece	Magazine File Box, Large
21	36	Set	Marker, Fluorescent, 3 colors per set
22	143	Piece	Marker, Permanent, Black
23	111	Piece	Marker, Whiteboard, Black
24	73	Piece	Marker, Whiteboard, Blue
25	65	Piece	Marker, Whiteboard, Red
26	104	Pad	Notepad, Stick-on (3"x3"), 100 sheets per pad
27	131	Pad	Notepad, Stick-on (2"x3"), 100 sheets per pad
28	121	Pad	Notepad, Stick-on (3"x4"), 100 sheets per pad
29	90	Box	Paper Clip, Vinyl/Plastic Coat, Length: 32mm min.
30	75	Box	Paper Clip, Vinyl/Plastic Coat, Length: 48-50 mm min.
31	60	Ream	Paper, Multicopy, 80 gsm, size: 210 mm x 297 mm
32	66	Ream	Paper, Multicopy, 80 gsm, size: 216 mm x 330 mm
33	78	Ream	Paper, Multipurpose (Copy), A4, 70 gsm
34	63	Ream	Paper, Multipurpose (Copy), Legal, 70 gsm
35	12	Box	Paper, Parchment, size: 210 mm x 297 mm, Multipurpose
36	38	Box	Pencil, Lead Graphite, with eraser, One (1) dozen per box
37	27	Book	Record Book, 300 pages, size: 214 mm x 278 mm min.
38	17	Book	Record Book, 500 pages, size: 214 mm x 278 mm min.
39	6	Bundle	Ring Binder, 80 rings, plastic, 32 mm x 1.12m
40	341	Piece	Sign Pen, Black, Gel ink, 0.5 mm needle tip
41	60	Piece	Sign Pen, Red, Gel ink, 0.5 mm needle tip



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42	12	Bottle	Stamp Pad Ink, Violet, 50 ml
43	15	Piece	Stamp Pad, Felt, bed dimension: 60mm x 100 mm min.
44	7	Pair	Scissors, Symmetrical, Blade length: 65mm min.
45	2	Piece	Staple Remover, Plier Type
46	72	Roll	Tape, Masking, 24 mm, 50 meters length
47	93	Roll	Tape, Masking, 48 mm, 50 meters length
48	70	Roll	Tape, Packaging, 48 mm, 50 meters length
49	81	Roll	Tape, Transparent, 24 mm, 50 meters length
50	55	Roll	Tape, Transparent, 48 mm, 50 meters length
51	21	Piece	External Hard Drive, 1 TB, 2.5" HDD, USB 3.0 with Shock proof
52	45	Piece	Flash Drive, 16 GB, USB 2.0, Plug and Play
53	40	Piece	Mouse, Optical, USB Connection Type
54	16	Piece	Mouse, Wireless, USB
55	10	Cart	INK CART, HP CN693AA (HP704), Tri-color
56	9	Cart	INK CART, HP CZ107AA (HP678), Black
57	14	Cart	INK CART, HP CZ108AA (HP678), Tri-color
58	2	Cart	INK CART, HP LOS60AA (HP955), Black
59	11	Cart	INK CART, HP LOS63AA (HP955XL), Cyan
60	10	Cart	INK CART, HP LOS66AA (HP955XL), Magenta
61	10	Cart	INK CART, HP LOS69AA (HP955XL), Yellow
62	9	Cart	INK CART, HP LOS72AA (HP955XL), Black
63	30	Box	Index Tabs (Clear, Transparent)
64	15	Pack	L-type Folder, 50 pcs, Legal Size, Color: Black (5), Blue (5), Yellow (5)
65	33	Piece	Clearbook, 60 fixed sheets, legal size, Color: Blue (33)
66	10	Piece	Document File Box with Cover
**NOTHING FOLLOWS**			