


<div> PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES</div>		BAC REQUEST FOR QUOTATION FORM (Lease of Real Property)	
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REQUEST FOR QUOTATION NO. BAC 2023 – 021

Board and Lodging Services for the NMP Strategic Planning 2024-2028 and GAD Budget Planning for F.Y. 2024

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 53.10 (Lease of Real Property)** of the 2016 Revised IRR of R.A. 9184 otherwise known as the “Government Procurement Reform Act”.

Approved Budget for the Contract (ABC): **PHP 680,000.00**

Please see attached **Technical Specifications & Table Rating Factor for Lease Venue**.

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 20, 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) Latest Income Tax (paid through the BIR Electronic Filing and Payment System (EFPS) with BIR Stamp)
- (c) Mayor’s /Business Permit, and;

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:

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EDWIN J. DELA ROSA

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Bids and Awards Committee



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

TABLE RATING FACTORS FOR LEASE OF VENUE

Project Title : Board and Lodging Services for the NMP Strategic Planning
2024-2028 and GAD Budget Planning for F.Y. 2024

Proj. Amount (ABC) : PHP 680,000.00

Mode of Procurement : Lease of Real Property or Venue (Section 53.10)

	Rating Factors	Weight (%)	Rating
I.	Availability	100	
II.	Location and Site Condition		
	1. Site Accessibility	(50)	
	2. Parking Space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and Health Condition	(25)	
	2. Police and Fire Station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural Condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room Arrangement (e.g. single, double, etc.)	(5)	
	c. Light, Ventilation, and Air d. Conditioning	(5)	
	d. Space Requirements	(5)	
	c. Facilities		
	a. Water Supply and Toilet	(4)	
	b. Lighting System	(5)	
	c. Elevators	(4)	
	d. Fire Escapes	(4)	
	e. Fire Fighting Equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio Visual Equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	

	f. Client Satisfactory Rating	(5)	
		100	
I.	Availability	X (.5)	
II.	Location and Site Condition	X (.1)	
III.	Neighborhood Data	X (.05)	
IV.	Venue	X (.35)	
	FACTORY VALUE		



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

TECHNICAL SPECIFICATIONS

BOARD AND LODGING SERVICES

for the NMP Strategic Planning 2024-2028 and GAD Budget Planning for FY 2024

I. Rationale

Planning for the 2024-2028 NMP Strategic Framework and 2024 GAD Plan and Budget (GPB) is crucial to institutionalize and formulate a cohesive, integrated, and inclusive approach to the operations, organizational effectiveness, and efficient resource management of the NMP. Accordingly, the strategic planning process will foster collaboration, improve communication, and ensure that NMP remains responsive to the needs of its internal and external stakeholders and clients.

Anent thereto, there is a need to provide a venue that allows managers and supervisors to participate in the formulation of the agency's culturally-sensitive, gender-responsive, and accountable strategic framework and work plans pursuant to Republic Act No. 11333, Series of 2019, other applicable statutes, regulations, and standards of the Government and local and international partners and stakeholders. Said venue shall provide an enabling and secure environment for the furtherance of participatory development planning.

II. Objective

To procure board and lodging services and venue for the conduct of the NMP Strategic Planning 2024-2028 and GAD Budget Planning for FY 2024 on August 07-11 2023 within Metro Manila.

III. Approved Budget for the Contract

The budget for the contract is SIX-HUNDRED EIGHTY THOUSAND PESOS Only (Php 680,000.00), inclusive of applicable taxes.

Board and Lodging for Five (5) days and four (4) nights inclusive of meals (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) and use of function room

Computation:

Php2,000/day/pax x 68pax = Php136,000.00/day (inclusive of applicable taxes) or Php 680,000.00 for 5 days (inclusive of applicable taxes)

IV. Payment Terms

After the workshop, the billing statement shall be provided by the service provider and processing of 100% payment shall proceed thereafter.

V. Scope of Work

A. Food

1. The service provider shall provide the following meal requirements for the 5-day Strategic Planning 2024-2028 and GAD Planning and Budget for FY 2024 for 68 participants:
 - 5 platter/buffet breakfast (first, second, and third day) served by 7:00 AM
 - 5 AM snacks
 - 5 platter/buffet lunch served at 12:00 PM
 - 5 PM snacks
 - 4 platter/buffet dinner (first and second day) served at 7:00 PM
 - 1 packed dinner (fifth day)
 - free-flowing coffee and tea for the duration of the activity
2. The service provider shall propose choices for snacks and meals.
3. The service provider shall propose choices of soup, salad, main entrées, and dessert for platter/buffet meals.
4. The selected menu package may be subjected to free food-tasting sessions to ensure the quality of food.
5. Participants with specific dietary restrictions should be accommodated.

B. Function Room

1. The service provider shall provide the following requirements for the function room to be used in the 5-day session:
 - Clean, spacious, and air-conditioned function room that can accommodate the number of participants
 - Provision for lights and audio/PA system including microphones, projectors, and other audio-visual equipment and paraphernalia
 - Free access to strong internet connectivity
 - Provision for water station
 - Availability of space to serve as a banquet for meals

C. Accommodations

1. The service provider shall provide hotel accommodation within Metro Manila for 68 participants with the following requirements:
 - Must be accredited by the Department of Tourism (DOT)
 - Triple-sharing room for staff, single rooms for the 4 NMP officials, 1 Secretariat Room
 - Complimentary use of other facilities and amenities (if there are any) in chosen accommodation
 - 5 days and 4 nights of accommodation
 - Check-in: Morning of the first day
 - Check-out: Afternoon of the fifth day

D. Other requirements and qualifications:

1. Table set-up;
2. Two buffet/drinking stations;
3. Continuous coffee/tea/juice/water;
4. Has staff adequately trained in food preparation and serving, hall arrangement, and table setting;
5. Has a certificate of food safety and hygiene from the city where they operate;
6. Has staff in appropriate/standard attire.
7. Provision of one (1) printed tarpaulin about the activity (design, content, and logo to be provided by the NMP, one week prior to the confirmed schedule)
8. Provision for complimentary parking slots for participants with vehicles (*subject to availability of slots on a first-come, first-served basis*)

E. The Service Provider shall:

1. Ensure the complete preparation and set-up of platter/buffet tables and dining tables and chairs;
2. Ensure and maintain the sanitation and quality of food to be served;
3. Ensure the serving of food is on time;
4. Be responsible for the collection, clean-up, and disposal of trash after the events.
5. Ensure the good working condition of all the facilities and inclusions based on the scope of work

F. The National Museum shall:

1. Coordinate with the service provider concerning pertinent details or any additional requirements at least a week before the scheduled date in August 2023.


G. Additional Condition

- In the event that the winning bidder fails to comply with the criteria as enumerated in the Terms of reference, the National Museum of the Philippines has the right to unilaterally terminate the contract with the winning bidder. In this case, termination shall take effect upon receipt of the Notice of Termination and the bidder shall be paid only for the rendered services.
- In case of food poisoning, the winning bidder shall be directly and solely accountable for the victims.
- In case of discovered spoiled food or mishandled food, the National Museum of the Philippines shall not pay for the said contaminated food.
- In case of undelivered or unserved food, the National Museum of the Philippines shall not pay the same.
- Pork, beef, seafood, and chicken shall not be mixed with other foods so that employees who are prohibited from consuming the same shall have options.

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