



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

REQUEST FOR QUOTATION

Document Reference No.	NMP-GAS-F-028
Effectivity Date:	03 March 2023
Version no.:	2023-001

REQUEST FOR QUOTATION NO. SMS 2023-10-0195

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND MATERIALS

The National Museum of the Philippines (NMP), through the Supply Management Section (SMS), 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): **Eighty Three Thousand One Hundred Sixty Three Pesos and 76/100 (Php 83,163.76)**

Terms of Payment: **Full payment thru Bank transfer after completion of delivery.**

Note: Please see attached Technical Specification.

Bids must be duly received by the Supply Management Section through manual submission at the office address indicated below. **LATE BIDS SHALL NOT BE ACCEPTED.**

In view thereof, the Supply Management Section requests the submission of your Price Quotation/Bid Proposal for the above project on or before **October 17, 2023**, not later than **5:00 P.M.**

For projects with **ABC of Php 50,000.00 above**, kindly place your quotation/bid proposal in a **SEALED ENVELOPE** together with three (3) copies the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit;
- (c) Revised Omnibus Sworn Statement, duly Notarized with seal (for ABCs above P50K)

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:

ANA CONCEPCION M. PIANG
Administrative Officer V, SMS - GASD
2/F, Supply Section, North Annex of the Fine Arts Building
National Museum of the Philippines (Motorpool)
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1029

ANA CONCEPCION M. PIANG
Administrative Officer V
Supply Management Section
General Administrative Services Division

Note: For canvasses conducted by Supply Management Section only

This document contains information of the National Museum of the Philippines.

Any disclosure and reproduction are prohibited except upon written permission by the National Museum of the Philippines.



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

REQUEST FOR QUOTATION

Document Reference No.	NMP-GAS-F-028
Effectivity Date:	03 March 2023
Version no.:	2023-001

REQUEST FOR QUOTATION OF PRICES					
NO.	QTY.	UNIT	SPECIFICATION	UNIT PRICE	TOTAL
1.	1	Roll	TWINE, plastic, one kilo per roll		
2.	7	Pack	WRAPPING PAPER, kraft, 50 sheets per pack		
3.	7	pack	BATTERY, size AA, 2 pieces per blister pack		
4.	10	Pack	BATTERY, size AAA, 2 pieces per blister pack		
5.	9	Unit	CALCULATOR, Compact		
6.	2	Pack	CALLING CARD PAPER, A4 220/250 gsm, at least 50 sheets per pack		
7.	11	Box	CLIP, backfold, 32mm, 12 pieces per box		
8.	8	Piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic		
9.	6	Piece	DATA FILE Box		
10.	20	Piece	DATA FOLDER, Legal Size, with Taglia lock on top, landscape orientation		
11.	5	Roll	DOUBLE-SIDED TAPE, 1" X 10m, foam type		
12.	5	Roll	DUCT TAPE, 2 in by 10m		
13.	19	Box	FASTENER, METAL, 70mm between prongs		
14.	30	Pack	FINE BOARD/VELLUM PAPER, white, A4 size, 200 gsm, 10 pcs. per pack		
15.	19	Pack	FOLDER, L-Type, Plastic, Legal size, 50 pieces per pack		
16.	1	Pack	FOLDER, Morocco with PVC Binding Cover		
17.	9	Pack	FOLDER, Tagboard, Legal size, 100 pieces per pack		
18.	10	Pack	GUM TACK, 50g, blue/white		
19.	10	Piece	MARKER, permanent, Black		
20.	9	Piece	MARKER, whiteboard, Black		
21.	10	Piece	MARKER, whiteboard, Blue		
22.	8	Piece	MARKER, whiteboard, Red		
23.	6	Pad	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad		
24.	15	Pad	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad		
25.	20	Pad	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad		
26.	1	Box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
27.	19	Box	PAPER CLIP, vinyl/plastic coat, length: 48-50mm min		
28.	54	Ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm		
29.	36	Ream	PAPER, Multi-Purpose (COPY) A4, 70gsm		
30.	1	Box	PAPER, PARCHMENT, size: 210mm x 297mm, multi-purpose		
31.	1	Pack	PVC BINDING COVER, clear, A4 size (acetate)		
32.	1	Pack	PVC BINDING ELEMENT, (ring), 11mm (7/16"), 20pcs/pack/bundle, 122 cm long, 84 rings, Black		
33.	4	Ream	A3 PAPER, 70 gsm		
34.	10	Ream	8x11 SHORT BOND PAPER 80gsm		
35.	3	Box	PENCIL, lead graphite, with eraser, one (1) dozen per box		
36.	13	Pack	PENCIL, #2, 12 pcs. per pack		
37.	12	Pair	SCISSOR, symmetrical, blade length: 65mm min		

REQUEST FOR QUOTATION

NMP-GAS-F-028

03 March 2023

2023-001

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

38.	22	Piece	SIGN PEN, Black, gel ink, 0.5mm needle tip		
39.	11	Piece	SIGN PEN, Red, gel ink, 0.5mm needle tip		
40.	13	Piece	STAPLE REMOVER, plier type		
41.	5	Pack	STICKER PAPER, A4, 80gsm, matte, ink jet friendly, 10 sheets per pack		
42.	5	Unit	TAPE, DISPENSER, TABLE TOP, for 24mm width tape		
43.	1	Roll	TAPE, masking, 24mm, 50 meters length		
44.	3	Roll	TAPE, masking, 48mm, 50 meters length		
45.	2	Roll	TAPE, packaging, 48mm, 50 meters length		
46.	9	Roll	TAPE, transparent, 24mm, 50 meters length		
47.	9	Roll	TAPE, transparent, 48mm, 50 meters length		
48.	1	Piece	3 LAYER METAL DOCUMENT TRAY		
49.	2	Cart	INK CART, EPSON 003, Black		
50.	2	Cart	INK CART, EPSON 003, Cyan		
51.	2	Cart	INK CART, EPSON 003, Magenta		
52.	2	Cart	INK CART, EPSON 003, Yellow		
53.	2	Cart	INK CART, BROTHER BTD60BK, Black		
54.	1	Cart	INK CART, BROTHER BT5000Y, Yellow		
55.	1	Cart	INK CART, BROTHER BT5000C, Cyan		
56.	1	Cart	INK CART, BROTHER BT5000M, Magenta		
				TOTAL	

SIGNATURE OVER PRINTED NAME OF PROPRIETOR / MANAGER
AUTHORIZED REPRESENTATIVE WITH CONTACT DETAIL

Any disclosure and reproduction are prohibited except upon written permission by the National Museum of the Philippines.