 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 2024-02-0015

PREVENTIVE MAINTENANCE OF WALK-THROUGH METAL DETECTOR MACHINES AT CENTRAL NATIONAL MUSEUM BUILDINGS – FY 2024

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 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): **One Hundred Thousand Pesos (Php 100,000.00)**

Terms of Payment: **The contract price shall be paid in Quarterly Billings.**

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 **February 16, 2024**, 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

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REQUEST FOR QUOTATION OF PRICES					
NO.	QTY.	UNIT	SPECIFICATION	UNIT PRICE	TOTAL
1	1	lot	Preventive Maintenance of Walk-Through Metal Detector Machines at Central National Museum Buildings – FY 2024		
			Building Location:		
		quarters	NMFA – 3 NMA – 2 NMNH – 2 Total: 7 (units of Walk-through Metal Detectors)		
			1. Walk-through Metal Detector Machine Specifications Brand: East Image – Existing Unit to be serviced Model No.: EI-MD3000A. High Sensitivity Digital Walk-through		
			Coverage of Works:		
			The works shall include but not be limited to the following: 1. Walk-through Metal Detector (<u>QUARTERLY SCHEDULE/VISIT</u>) <ul style="list-style-type: none"> a. Measure the mains power source if within normal range b. Measure the power adaptor output voltage if correct c. Check the power adaptor cables for cuts and expose copper conductors d. Perform power cycle and Power on self-test if no fault indicated e. Clean the LCD display f. Check the LCD displays sharpness and brightness g. Check if alarm is audible enough to the security personnel’s hearing reference h. Check sensitivity level per site requirement i. Perform paper clip/coin test j. Clean the alarm indicator LEDs k. Check if all alarm indicator LEDs are working l. Check if alarm indicator LED correctly response on the metal location or zone m. Check if the counter functions correctly n. Clean if keypads are working o. Clean the detector machine’s chassis 		

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			p. Check the foot margin if completed and the equipment is in stable condition.		
			Please see attached Technical Specification for the Responsibilities and Terms & Condition of the project.		
				TOTAL	

I hereby certify that I am in a position to furnish the above article/s services with the specification and in quantities as called for except what I have encountered offered with their corresponding prices. The articles are available in our stock for immediate delivery to the National Museum of the Philippines, Manila-Central Office. We can deliver the item/s in _____ working days upon receipt of Purchase Order. Our prices are good for _____ days only.


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

 PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES	PROJECT PROFILE	
	Document Reference No.	NMP-BAC-F-020
	Effectivity Date:	30 June 2023
	Version no.:	2023-000

TITLE: Preventive Maintenance of Walk-through Metal Detector Machines at Central National Museum Buildings – FY 2024											
LOCATION: Central National Museum Buildings, Ermita, Manila											
IMPLEMENTING UNIT: Facilities Management Division (FMD)											
DESCRIPTION: The National Museum of Fine Arts, Anthropology and National History is equipped with crowd-security equipment using Seven (7) Walk-through Metal detector machines which aid the Security team in detecting possible entry of unwanted contrabands e.g., firearms prior to entering the NMP premises. These equipment need to be maintained and/or reconditioned in order to function well at all times.											
OBJECTIVE: To maintain the effective performance and operations of walk-through metal detector machines at NMP Buildings and to provide a satisfactory and safe physical environment for the public and the National Museum collection.											
<input type="radio"/> SCOPE OF WORK (for Infrastructure Projects) <input checked="" type="radio"/> TECHNICAL SPECIFICATIONS (for Goods/Services Projects) <input type="radio"/> TERMS OF REFERENCE (for Consulting Services Projects)											
TECHNICAL SPECIFICATIONS: <table><tr><th>Building Location</th><th>Walkthrough metal detector machines</th></tr><tr><td>NMFA</td><td>3</td></tr><tr><td>NMA</td><td>2</td></tr><tr><td>NMNH</td><td>2</td></tr><tr><td>TOTAL</td><td>7</td></tr></table> <div><div>1.</div><div>Walkthrough Metal Detector Machine Specifications<div><div>Brand</div><div>:</div><div>East Image – Existing Unit to be serviced</div></div><div><div>Model No.</div><div>:</div><div>EI-MD3000A.High Sensitivity Digital Walkthrough</div></div></div></div>		Building Location	Walkthrough metal detector machines	NMFA	3	NMA	2	NMNH	2	TOTAL	7
Building Location	Walkthrough metal detector machines										
NMFA	3										
NMA	2										
NMNH	2										
TOTAL	7										
COVERAGE OF WORKS: <p>The works shall include but not be limited to the following:</p> <div><div>1.</div><div>Walkthrough Metal Detector Machine (<u>QUARTERLY SCHEDULE/VISIT</u>)<div><div>a.</div><div>Measure the mains power source if within normal range</div></div><div><div>b.</div><div>Measure the power adaptor output voltage if correct</div></div><div><div>c.</div><div>Check the power adaptor cables for cuts and expose copper conductors</div></div><div><div>d.</div><div>Perform power cycle and Power on self-test if no fault indicated</div></div><div><div>e.</div><div>Clean the LCD display</div></div><div><div>f.</div><div>Check the LCD displays sharpness and brightness</div></div><div><div>g.</div><div>Check if alarm is audible enough to the security personnel’s hearing reference</div></div><div><div>h.</div><div>Check sensitivity level per site requirement</div></div><div><div>i.</div><div>Perform paper clip/coin test</div></div><div><div>j.</div><div>Clean the alarm indicator LEDs</div></div><div><div>k.</div><div>Check if all alarm indicator LEDs are working</div></div><div><div>l.</div><div>Check if alarm indicator LED correctly response on the metal location or zone</div></div><div><div>m.</div><div>Check if the counter functions correctly</div></div><div><div>n.</div><div>Check if keypads are working</div></div><div><div>o.</div><div>Clean the detector machine’s chassis</div></div><div><div>p.</div><div>Check the foot margin if completed and the equipment is in stable condition</div></div></div></div>											


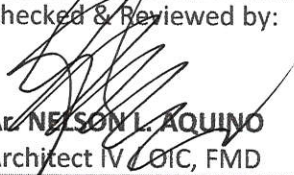
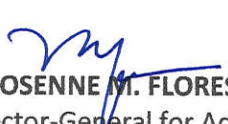
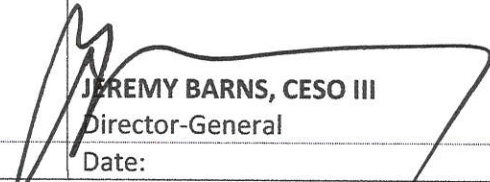
 <p>PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES</p>	PROJECT PROFILE	
	Document Reference No.	NMP-BAC-F-020
	Effectivity Date:	30 June 2023
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RESPONSIBILITIES: <ol style="list-style-type: none"> 1. The Contractor shall ensure that service technicians 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 Facilities Management Division (FMD). 2. The Contractor and its service technicians shall agree to abide by the safety and security requirements of the NMP. They must comply with the NMP’s House Rules and Regulations, directives, instructions and other existing rules and regulations while inside the premises. 3. The Contractor’s service technicians shall subject themselves to security checks, but not limited to examination of the person and/or his/her personal belongings. 4. The Contractor shall ensure that its service technicians 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. 5. The Contractor shall provide/equip all its service technicians with the tools during the course of the contract without any additional cost to the NMP. 6. The Contractor shall see to it 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. 7. All other items of work not specifically mentioned but are necessary to complete the works shall be provided by the Contractor at no additional cost to the NMP. 	
SUBMITTALS: The Contractor shall furnish FMD with Preventive Maintenance Checklist / Equipment Status Report with Recommendation/s.	
SOURCE OF FUND: Budget is available and shall be chargeable against General Fund under MOOE Other General Services for Fiscal Year 2024.	
APPROVED BUDGET FOR CONTRACT: One Hundred Thousand Pesos (Php100,000.00), Inclusive of all applicable taxes.	
CONTRACT DURATION/COMPLETION TIME: The contract shall be effective for Four (4) quarters or until December 31, 2024 (whichever is earlier) reckoned from the date stated in the Notice to Proceed (NTP).	
TERMS OF PAYMENT: The contract price shall be paid in Quarterly Billings .	
CONTRACTOR'S ELIGIBILITY: Requirements for Small-Value Procurement	
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.	
PRE-TERMINATION CLAUSE: The contract is effective on the date indicated in the NTP and shall remain in full force for Four (4) quarters or until terminated by either party (National Museum or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under IRR-A R.A. 9184.	
<p>The National Museum reserves the right to pre-terminate the contract after Fifteen (15) calendar days via written notice to the Contractor, if in National Museum's opinion, after due verification of facts, the</p>	

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Contractor is not providing satisfactory services or is not complying with the Terms and Conditions of the Contract. The grounds for the termination of the Contractor by the National Museum include but not limited to the following:

1. Violation(s) of any of the terms and conditions of the Contract; and
2. Any other act or omission by the Contractor or its service technicians which is detrimental or prejudicial to the interest of the National Museum, its employee(s), or the public.

Prepared by:  RAYMOND ALEXIS R. DOLOROTA Administrative Officer V - FMD	Checked & Reviewed by:  Arnel Nelson L. Aquino Architect IV - OIC, FMD
Date:	Date:
Recommending Approval:  Atty. MA. ROSENNE M. FLORES-AVILA Deputy Director-General for Administration	Approved by:  JEREMY BARNS, CESO III Director-General
Date:	Date: