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|  <p>PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES</p> | BAC REQUEST FOR QUOTATION FORM (Good and Services) | |
| | Document Reference No. | NMP-BAC-F-002 |
| | Effectivity Date: | 30 June 2023 |
| | Version no.: | 2023-000 |

REQUEST FOR QUOTATION NO. BAC 2025 – 048

SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT – FY 2025

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”.

| LOT | Description | Approved Budget for the Contract (ABC) |
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| | Supply and Delivery of Various Office Equipment – FY 2025 | PHP 200,000.00 |
| Note: 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 **July 08, 2025, 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.



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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:

ATTY. JOY ANGELA C. AGCAOILI

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


ATTY. JOY ANGELA C. AGCAOILI

Head - BAC Secretariat

Bids and Awards Committee

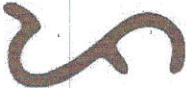
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|  <p>PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES</p> | PROJECT PROFILE | |
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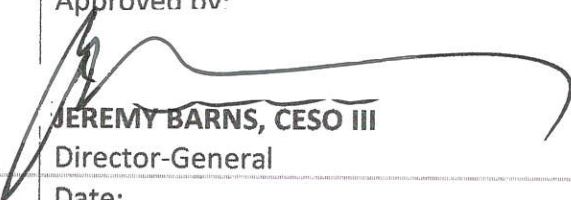
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| TITLE: Supply and Delivery of Various Office Equipment - FY 2025 |
| LOCATION: FMD Office, NMFA Building, Ermita, Manila |
| IMPLEMENTING UNIT: Facilities Management Division (FMD) |
| DESCRIPTION: The Facilities Management Division (FMD) plans, manages, coordinates, and implements all construction, renovation, improvement, repair, and maintenance of all facilities and grounds of the NMP throughout the country. Our team needed additional office equipment to maintain good productivity. |
| OBJECTIVE: To maintain the effective performance of FMD. |
| <input type="radio"/> SCOPE OF WORK <i>(for Infrastructure Projects)</i> <input checked="" type="radio"/> TECHNICAL SPECIFICATIONS <i>(for Goods/Services Projects)</i> <input type="radio"/> TERMS OF REFERENCE <i>(for Consulting Services Projects)</i> |
| <div>1. 2.0 HP Inverter Window Type Air-conditioning Unit – 3 units</div> <ul style="list-style-type: none"> • Cooling Capacity: 18,000 kJ/hr minimum • Refrigerant: R410a or R32 • Minimum Features: Timer, Air Direction Control, Fast Cooling, Silent Mode • Power Supply: 230V / 60 Hz <div>2. A3/A4 Paper Cutter – 1 unit</div> <ul style="list-style-type: none"> • A3 / A4 Size • Metal/Plastic Material • High Quality/Heavy Duty <div>3. A3/A4 Laminating Machine – 1 unit</div> <ul style="list-style-type: none"> • A3 / A4 Size • Hot & Cold with reverse function • Power Supply: 230V / 60 Hz • Digital LCD Screen Control Panel • Automatic Sleep • Overheat Protection • Voltage Protection Circuit • High Quality/Heavy Duty <div>4. Tape Dispenser – 3 units</div> <ul style="list-style-type: none"> • Pistol Type • Metal/Plastic Material • 2 inches Width & 3 inches Core • High Quality/Heavy Duty |
| <div>RESPONSIBILITIES:</div> <div>The Contractor agrees that the services covered by this contract are strictly confidential and that a breach of any of the Terms and Conditions thereof by the Contractor may subject Museum to the compromise of its security, financial, material, and operational loss, and therefore, the Contractor hereby agrees as follows:</div> <div>a. The Contractor and any of its personnel shall not, during the term of this Contract or anytime thereafter, reveal, disclose, or furnish in any manner to any person, firm or corporation, any information relating to Museum which the Contractor or its personnel may have acquired or which came to its/their knowledge or possession during the performance of their obligations to Museum.</div> |

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- b. Only persons expressly authorized in writing by the Museum shall be allowed by the Contractor to have access to the documents/records in the custody of the Contractor. For this purpose, Museum shall inform the Contractor in writing of the persons authorized to have access to said documents/records.
- c. The Contractor shall prevent any unauthorized person from gaining access to the documents/records described in the preceding item.

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| SUBMITTALS: Delivery Receipt and Billing Invoice |
| SOURCE OF FUND: General Fund for FY 2025 (MOOE Semi-Expendable Expenses - Office Equipment) |
| APPROVED BUDGET FOR CONTRACT: Two Hundred Thousand Pesos (Php 200,000.00), Inclusive of all applicable taxes. |
| COMPLETION TIME: The contract shall be effective for Thirty (30) Calendar Days reckoned from the date stated in the Notice to Proceed (NTP). |
| TERMS OF PAYMENT: The contract price shall be paid in full upon project completion and acceptance. |
| WARRANTY: The Contractor shall provide One (1) year warranty reckoned from the date of completion and acceptance. Form of warranty shall be as specified in Section 62.1 of the IRR of R.A. 9184, the Government Procurement Reform Act and its Implementing Rules and Regulations. Upon receiving a valid warranty claim, the Contractor shall respond within Twenty-Four (24) hours to correct the manufacturing defects. |
| CONTRACTOR’S ELIGIBILITY: Requirements for Small-Value Procurement and the Contractor must present at least Two (2) Certificate of Very Satisfactory Performance or its equivalent for completed similar projects. The Contractor must not be or have been blacklisted from any other government agencies in the past Five (5) years . |
| LIQUIDATED DAMAGES: When the contractor fails to satisfactorily deliver goods 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 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 Thirty (30) Calendar Days or until terminated by either party (NMP or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under IRR-A R.A. 9184. The NMP reserves the right to pre-terminate the contract by serving written notice on the Contractor. If the Contractor does not appeal or seek reconsideration of the decision to pre-terminate within Fifteen (15) calendar days from receipt of the notice, the contract is deemed terminated. The grounds for the termination of the contract by the NMP include but not limited to the following: |

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| 1. Violation(s) of any of the terms and conditions of the Contract; and 2. Any other act or omission by the Contractor which is detrimental or prejudicial to the interest of the NMP, its employee(s), or the public. | |
| Prepared by;  ROLAN ROEL G. BULAO Engineer III - FMD Date: 6/5/25 | Checked & Reviewed by:  Arch. MARVIN M. BELGICA Museum Curator I / OIC, FMD Date: |
| Recommending Approval:  Atty. MA. ROSENNE M. FLORES-AVILA Deputy Director-General for Administration Date: | Approved by:  JEREMY BARNs, CESO III Director-General Date: |