

 PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES	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 – 055

Replacement of Defective Parts of Elevators at Central and Regional NMP for the First Semester

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)
1	Replacement of Defective Parts of Elevators at Central and Regional NMP for the First Semester	PHP 586,153.83
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 21, 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) Latest Income Tax (paid through the BIR Electronic Filing and Payment System (EFPS) with BIR Stamp);
- (c) Mayor’s /Business Permit, and;
- (d) 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 .

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

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

 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: Replacement of Defective Parts of Elevators at Central and Regional NMP for First Semester – FY 2025
LOCATION: Central National Museum Buildings Ermita Manila, NMP Marinduque, NMP Bohol, NMP Iloilo, NMP Dumaguete.
IMPLEMENTING UNIT: Facilities Management Division
DESCRIPTION: The elevators at Central National Museum of the Philippines (NMP) & Regional National Museum Buildings is maintained by an outsourced service provider for preventive maintenance, Nanotech International Lift Services, Inc. Based on their diagnostic findings, various elevator parts were already defective and needs to be replaced immediately.
OBJECTIVE: To maintain the effective performance and operation of elevators at Central & Regional NMP Buildings and to provide a satisfactory and safe physical environment for the public and the National Museum collection.
☐ SCOPE OF WORK <i>(for Infrastructure Projects)</i> ☒ TECHNICAL SPECIFICATIONS <i>(for Goods/Services Projects)</i> ☐ TERMS OF REFERENCE <i>(for Consulting Services Projects)</i>
1. Dismantling of Defective Parts 2. Supply, Delivery and Installation of the following elevator parts: I. Central National Museum Buildings. a. Door Controller for “Kiku” Passenger Elevator (Scenic) at NMA Building – 1 pc. b. Car Door Roller for “Autors Schneider/Kiku” Freight Elevator at NMNH Building – 2 pcs c. Door Controller for “MP/Kiku” Scenic Elevator at NMNH Building – 2 pcs. d. Door Motor 220v w/ Door Motor Belt for “Autors Schneider/Kiku” Passenger Elevator at NMNH Building – 1 pc. e. Door Inverter for “Kleeman” Passenger Elevator at NMNH Building -1 pc. II. Regional National Museum Buildings a. Elevator COP Display Board for “Schumacher” Passenger Elevator at NMP Iloilo – 1 pc. b. Elevator Main Board Drive for “Schumacher” Passenger Elevator at NMP Iloilo – 1 pc. c. Elevator Contactor for “TD (Hydraulic Motor)” Wheelchair Lift at NMP Marinduque – 1pc. d. Controllor Power Supply for “TD (Hydraulic Motor)” Wheelchair Lift at NMP Marinduque – 1pc. e. ARD Battery 12V, 7.2Ah for “Hyundai” Passenger Elevator at NMP Bohol – 8 pcs. f. BATTERY SET ACK 12V for “CIBES” PWD Elevator at NMP Dumaguete -1 Set 3. Testing and Commissioning
RESPONSIBILITIES: 1. The Contractor shall ensure that personnel to be assigned at the 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 FMD. 2. The Contractor and its personnel 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 personnel 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 personnel wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards during the course of the contract inside the NMP’s premises. Loitering inside the NMP’s premises is not allowed.

 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	
5. The Contractor shall provide/equip all its personnel 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 course of the contract. Any damage/s caused by the Contractor's 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. 8. 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: 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. 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.			
SUBMITTALS: Sales Invoice, Delivery Receipt, Warranty Certificate and Photo Documentation			
SOURCE OF FUND: General Fund for FY 2025 (MOOE Repairs and Maintenance – Other Machinery and Equipment)			
APPROVED BUDGET FOR CONTRACT: Five Hundred Eighty-Six Thousand One Hundred Fifty-Three Pesos and Eighty-Three Centavos (Php 586,153.83), Inclusive of all applicable taxes.			
COMPLETION TIME: The contract shall be effective for Ninety (90) Calendar Days reckoned from the date stated in the Notice to Proceed (NTP).			
TERMS OF PAYMENT: The contract price shall be paid in the following manner: a. 50% upon completion of delivery of all new parts b. 50% 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. Requirements for Small-Value Procurement. The Contractor must not be or have been blacklisted from any other government agencies. The Contractor must present at least two (2) Certificate of Very Satisfactory Performance for completed similar projects.			
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.			

 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

PRE-TERMINATION CLAUSE:

The contract is effective on the date indicated in the NTP and shall remain in full force for **Ninety (90) 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:

- 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:  DUSTIN R. NICOLAS Administrative Officer III - FMD Date:	Checked & Reviewed by:  Ar. MARVIN M. BELGICA Museum Curator I / OIC, FMD Date:
Recommending Approval:  Atty. MA. ROSENE M. FLORES-AVILA Deputy Director-General for Administration Date:	Approved by:  JEREMY BARNS, CESO III Director-General Date: