



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

Invitation to Bid for

LEASING OF PHOTOCOPIERS FOR NMP COMPLEX

1. The *National Museum of the Philippines*, under its General Appropriations Act for F.Y. 2025 intends to apply the sum of **Two Million Five Hundred Thousand Pesos (PHP 2,500,000.00)** being the ABC to payments under the contract for **LEASING OF PHOTOCOPIERS FOR NMP COMPLEX**, with identification number **NMPBAC-PB-2025-05-12**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Museum of the Philippines* now invites bids for the above Procurement Project. Delivery of the Goods is required until **December 31, 2025**. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criteria as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

“Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.”
4. Prospective Bidders may obtain further information from *National Museum of the Philippines* and inspect the Bidding Documents at the address given below during *Mondays to Fridays, from 9:30 a.m. to 3:30 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 2, 2025**, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *National Museum of the Philippines* will hold a Pre-Bid Conference on **June 10, 2025, at 10:30 A.M. at 2nd Floor BAC Room North Annex (Motorpool) Building** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **late bids shall not be accepted**.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **June 26, 2025, at 10:30 A.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. ***Schedule of Activities***

Date	Schedule of Activities
May 31, 2025	Posting / Advertisement
June 10, 2025	Pre-Bidding Conference
June 13, 2025	Deadline for submission of bidder's written queries
June 16, 2025	Issuance of Bid / Supplemental Bulletin/s, if any
June 26, 2025	Submission & Opening of Bids
June 27, 2025	Bid Evaluation
June 30 to July 2, 2025	Post Qualification Evaluation
July 4, 2025	Issuance of Notice of Award

11. The ***National Museum of the Philippines*** 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.

12. For further information, please refer to:

Atty. Joy Angela C. Agcaoili
Head, BAC Secretariat
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National Museum of Fine Arts Building (Motorpool)
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Email Address: bac@nationalmuseum.gov.ph


ATTY. MA. ROSENNE M. FLORES-AVILA
Chairperson, Bids and Awards Committee