



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8005293
Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA
Title PROCUREMENT OF PREVENTIVE MAINTENANCE FOR NATIONAL MUSEUM IP TELEPHONY AT NATIONAL MUSEUM CENTRAL OFFICE BUILDING
Area of Delivery Metro Manila

Solicitation Number:	NMP-SMS-2021-21	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	General Repair and Maintenance Services	Document Request List	0
Approved Budget for the Contract:	PHP 98,112.00	Date Published	17/09/2021
Delivery Period:	3 Month/s	Last Updated / Time	16/09/2021 11:41 AM
Client Agency:		Closing Date / Time	23/09/2021 10:00 AM
Contact Person:	Ana Concepcion Mallari Piang ADMINISTRATIVE OFFICER II P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-2-3316150 supply@nationalmuseum.gov.ph		

Description

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): Ninety-Eight Thousand One Hundred Twelve Pesos (Php 98,112.00).

Note: Please see attached Terms of Reference.

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 September 23, 2021, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies the following documentary requirements:

- PhilGEPS Registration Number;
- Mayor's /Business Permit;
- DTI Certificate/SEC Registration Certificate;
- Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and
- Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- Title of the project to be bid,
- PhilGEPS Posting Reference Number,
- Name, Address and Contact Number of the bidder; and
- 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
2/F, Supply Section, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1029

ANA CONCEPCION M. PIANG
Administrative Officer V - SMS

Created by Ana Concepcion Mallari Piang
Date Created 16/09/2021

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Terms of Reference

I. Project Title: Preventive maintenance for National Museum IP Telephony at National Museum Central Office Buildings

Locations:

- National Museum of Fine Arts
- National Museum of Anthropology
- National Museum Planetarium
- National Museum Natural history

II. Objective:

1. In pursuant to the modern age of telecommunication technology around the world.
2. For upgrading and modernization of trunk facility lines that can handle voice, data, video and file transfer to increase efficiency and clear communication channel
3. For migrating the existing analog telephone system to IP-based telephony system with unified communication platform
4. To follow the standards international law on telecommunication system.

III. Scope of Work

1. IP Telephone Settings
 - a. Inspect all IP Phones, make sure all are up and running
 - b. Clean all IP Phones
 - c. Check all keys are functioning
 - d. Ensure that speakers and microphones are working
 - e. Ensure that the voice recording is properly working
2. Wire and Video Cable Check connectors and cable entry points for loose wiring. Check wiring and cable harnesses for wear and fry. Check to make sure cable is transmitting an adequate video signal and free from interference and distortions.
3. Control equipment Carry out recording test. Inspection of system components to check any damage or wear. System check on Main Server and its hard disk. Clean Computers; Carry out maintenance procedures which are standard in the industry; Return the system to normal operational status in case of system fault.
4. Frequency of Maintenance Inspection of the IP Telephone system and its associated components shall be done at least once a month for the National Museum Buildings located in Metro Manila. The service Provider shall be available on call 24/7.
5. Preventive Maintenance Supervision of preventive maintenance shall be jointly implemented by the Information and Communication Technology Section.
6. Contractor/Service Provider/Employed Technician
 - a. Service providers should have legal, technical and financial capability to implement the above-mentioned project.



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

- b. The principal business of the prospective Service Provider must be related to the maintenance, distribution, and installation of security/surveillance systems.
- c. Prospective service provider must be in the business of maintenance, distribution, and installation of IP Telephony systems for at least five (5) years.
- d. Prospective service provider must be an authorized servicing agent for the IP Telephony to be maintained.
- e. The prospective service provider shall provide 24/7 on-call and phone support for emergency breakdown of hardware (They shall provide a certificate/letter to this effect).
- f. Prospected service provider shall be able to prove equipment (testing equipment, ladder, cleaning equipment and materials) to ensure the proper implementation of the project.
- g. Subcontracting or assignment of any portion of the Project is prohibited.
- h. Prospective service provider must have at least satisfactorily completed a similar project (Maintenance of IP Telephone) for the last 3 years equivalent to or greater than 50% of the Approved Budget Contract.
- i. Prospective service provider must have a Certificate of Training for at least five (5) of its employees issued by the manufacturer of the IP Video Surveillance Cameras to be maintained.
- j. Service provider should provide spare and service units to serve as temporary replacement for damaged cameras (must be compatible with the system used by the National Museum).
- k. Technicians employed by service provider should carry range of tools, test equipment, suitable spares and other gadgets to enable them to perform their functions satisfactorily.
- l. Service provider should orient its employees to assign in the National Museum about laws related to data protection and privacy and other pertinent laws and that infringement of the same shall be the Service provider's and its employees liability.
- m. After every inspection, the service provider should submit maintenance reports with recommendations using acceptable format or using the format that the National Museum may provide.
- o. Employees of Service Provider should wear uniform and carry a valid means of identification with photograph and signature of the bearer, company name, and date of expiry.

IV. PROCUREMENT PROCESS

Procurement of services for the contractor or service provider for the above-mentioned project shall be in accordance with the provisions of the Government Procurement Reform Act (R.A. 9184) and its revised Implementing Rules and Regulations.

V. SUBMITALS

The contractor shall furnish ICT with Service Report.

VI. SOURCE OF FUND

Budget is available and shall be chargeable against General Fund repair and maintenance for year.

VII. APPROVED BUDGET FOR CONTRACT

Ninety Eight Thousand One Hundred Twelve Pesos (Php 98,112.00) inclusive of all application taxes.

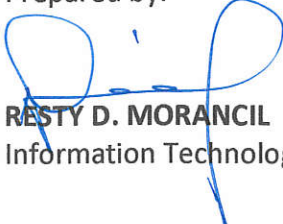
VIII. COMPLETION TIME

The contractor shall perform and complete the scoop of work for 3 months.

IX. TERMS OF PAYMENT

Monthly basis with submitted accomplishment report.

Prepared by:



RESTY D. MORANCIL
Information Technology Officer I

Recommending approval:


ANA MARIA THERESA P. LABRADOR, Ph.D.
Deputy Director – General Museum

Approved by:



JEREMY R. BARNES, CESO III
Director General