



# PHIGGEPS

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Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8443458  
**Procuring Entity** NATIONAL MUSEUM - MANILA METRO MANILA  
**Title** PREVENTIVE MAINTENANCE OF X-RAY BAGGAGE MACHINE AT CENTRAL NATIONAL MUSEUM BUILDINGS – FY 2022  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ-BAC-2022-06	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Security Surveillance and Detection Equipment	<b>Date Published</b>	18/02/2022
<b>Approved Budget for the Contract:</b>	PHP 320,000.00	<b>Last Updated / Time</b>	18/02/2022 00:00 AM
<b>Delivery Period:</b>	90 Day/s	<b>Closing Date / Time</b>	25/02/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph		

#### Description

REQUEST FOR QUOTATION NO. BAC 2022-06

PREVENTIVE MAINTENANCE OF X-RAY BAGGAGE MACHINE AT CENTRAL NATIONAL MUSEUM BUILDINGS – FY 2022

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".

Approved Budget for the Contract (ABC): (Php 320,000.00)

Please see attached Terms of Reference for the Scope of Work.

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 February 25, 2022, 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;
- (b) DTI Certificate/SEC Registration Certificate;
- (d) Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and
- (e) Revised Omnibus Sworn Statement (duly Notarized with seal).

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:

Mr. Edwin J. dela Rosa,  
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

(SGD)

EDWIN J. DELA ROSA  
Head - BAC Secretariat  
Bids and Awards Committee

**Created by** Edwin J. Dela Rosa

**Date Created** 17/02/2022

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PAMBANSANG MUSEO NG PILIPINAS  
NATIONAL MUSEUM OF THE PHILIPPINES

Facilities Management Division

## **TERMS OF REFERENCE**

### **“Preventive Maintenance of X-ray Baggage Machines at Central National Museum Buildings – FY 2022”**

#### **I. BACKGROUND**

The National Museum of Fine Arts, Anthropology and National History each is equipped with crowd-security equipment using Three (3) units X-ray baggage machine which aid the Security team in detecting possible unwanted contrabands e.g., firearms prior to entering the NIM premises. These equipment need to be maintained and/or reconditioned in order to function well at all times.

#### **II. OBJECTIVE**

To maintain the effective performance and operations of x-ray baggage machines at NM Buildings and to provide a satisfactory and safe physical environment for the public and the National Museum collection.

#### **III. RESPONSIBILITIES**

1. The Contractor shall ensure that service technicians to be assigned at the National Museum Buildings have been 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 National Museum. They must comply with the National Museum House Rules and Regulations, directives, instructions and other existing rules and regulations of the National Museum while inside the National Museum.
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 National Museum's premises. Loitering inside the National Museum'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 National Museum.
6. The Contractor shall see to it that the area is clean and in its original condition after the servicing has been made. Any damages caused by the Contractor's assigned technician shall be restored by the Contractor at no additional cost to the National Museum.
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 National Museum.

#### **IV. SCOPE OF WORKS**

The works shall include but not be limited to the following:

1. Mobilization/Demobilization
2. Replacement of Xray Generator at NMNH Xray Machine
  - a. Dismantling of defective xray generator
  - b. Supply and Installation of new xray generator
  - c. Calibration and Testing
3. Perform check-up on all xray baggage machines:
  - a. Check if all clean inside parts of the Operation Desk and Computer
  - b. Check if Electrical Roller and Redirection Roller, sensors, and main body are clean (No abnormal sound, no oil leak, surface temperature is normal.)
  - c. Check if the main power cable, key switch, emergency stop button and indicator of main body has no damage and normal
  - d. Check if the conveyor has no damage, no deflection and the degree of tightness is normal
  - e. Check if the indicator of operation desk is complete and in normal using
  - f. Check if 12V power supply output voltage of control board and x-ray generator is normal.
  - g. Check if 5V power supply output voltage of transmission is normal
  - h. Check  $\pm 5V$  power supply output voltage of collection board and distribution board is normal
  - i. Check if the system software is all build-in software.
  - j. Check the function of each button on the keyboard image control zone if in normal condition
  - k. Check if the Roller table is complete and fixed well.
  - l. Check the Voltage of x-ray generator tube if in normal condition
  - m. Submission of reports/recommendations

**V. TECHNICAL SPECIFICATIONS**

CRITERIA	SPECIFICATIONS
X-ray Baggage Machines Brand/Model:	EASTIMAGE / EI-5030C Professional Version Little Bodyguard Series

**VI. SUBMITTALS**

The Contractor shall furnish FMD with the following documents and reports:

1. Nominations and supporting documents for the technical personnel's qualifications, for approval of FMD prior to start of work
2. Service Report including the following:
  - a. Basic info of equipment
  - b. Evaluations and recommendations

**VII. SOURCE OF FUND**

Budget is available and shall be chargeable against General Fund under MOOE Other General Services for Fiscal Year 2022.

**VIII. APPROVED BUDGET FOR CONTRACT**

Three Hundred Twenty Thousand Pesos (**Php320,000.00**), Inclusive of all applicable taxes.

**IX. CONTRACT DURATION/COMPLETION TIME**

The Contractor shall perform and complete the scope of work for **Ninety (90) calendar days** reckoned from the date stated in the Notice to Proceed (NTP) to be issued by FMD.

**X. TERMS OF PAYMENT**

The contract price shall be fully paid upon project completion and acceptance.

**XI. CONTRACTOR'S ELIGIBILITY**

The Contractor is required to submit at least One (1) similar contract awarded and completed from Y2017 up to present with an amount of at least Fifty Percent (50%) of the Approved Budget for the Contract (ABC).

The Contractor shall have at least Five (5) years experience in X-ray Machines. Also, it shall have an experience in maintaining the brand and specification of X-ray Machines indicated under the Technical Specifications as stated in its list of on-going and completed contracts.

**XII. 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 (National Museum or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under IRR-A.R.A. 9184.


The National Museum reserves the right to pre-terminate the contract after Fifteen (15) calendar days from date of receipt of the written notice to the Contractor, if in National Museum's opinion, after due verification of facts, the 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.

**XIII. 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

Prepared by:



**RAYMOND ALEXIS R. DOLOROTA**  
Administrative Officer V

Checked & Reviewed by:

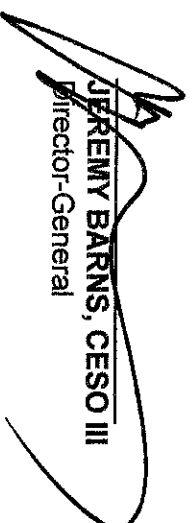


**Ar. NELSON D. AQUINO**  
Architect IV / OIC, FMD

Recommending Approval:

  
**ATTY. MA. ROSEMNE M. FLORES-AVILA**  
Deputy Director-General for Administration

Approved by:



**JEREMY BARNs, CES0 III**  
Director-General