



**TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF KN94/KF94 FACEMASK  
FOR THE NATIONAL MUSEUM OF THE PHILIPPINES EMPLOYEES  
IN THE CENTRAL OFFICE**

**I. PURPOSE**

The General Administrative Services Division - Supply Management Section (GASD-SMS) as the responsible unit in the procurement and distribution of the COVID-19 supplies of National Museum of the Philippines (NMP) employees, intends to procure facemasks to help prevent the transmission of Corona Virus 2019 (COVID-19) within the office premises.

Masks should be used as part of a comprehensive strategy of measures to suppress transmission and save lives. Make wearing a mask a normal part of being around other people. The appropriate use, storage and cleaning or disposal of masks are essential to make them as effective as possible.

**II. SCOPE OF WORK AND DELIVERY SCHEDULE**

Supply and delivery of KN94/KF94 Facemask to NMP employees assigned in Central Office good for two (2) months use.

Description	Unit	Total	Delivery Dates
KN94/KF94 Facemask, 60 pieces per box/pack, made of thick material (Sample to be provided by Supply Management Section)	packs	330	Before the end of May 2022
	packs	330	July 1, 2022
	packs	330	September 1, 2022
Color: Preferably White	packs	330	November 2, 2022

*OR Supplier can submit sample for approval. Attached to their proposal.*

**III. SOURCE OF FUND**

Budget is available and shall be chargeable against General Fund (Covid Fund)

**IV. APPROVED BUDGET**

One Hundred Ninety Eight Thousand Pesos (Php 198,000.00)

**V. TERMS OF PAYMENT**

Payment to be processed every after completion of deliveries as scheduled.

Prepared by:



**ANA CONCEPCION M. PIANG**  
Administrative Officer V  
Supply Management Section

Noted by:



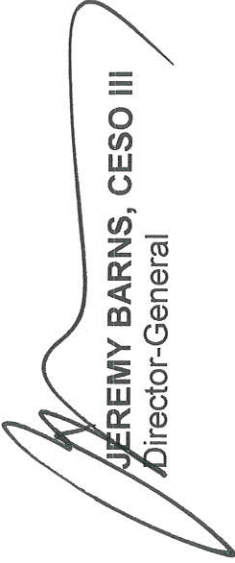
**LAURO B. INOVERO**  
Chief Administrative Officer  
General Administrative Services Division

Recommending Approval:



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

Approved:



**JEREMY BARNES, CEO III**  
Director-General



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	8617465
<b>Procuring Entity</b>	NATIONAL MUSEUM - MANILA METRO MANILA
<b>Title</b>	SUPPLY AND DELIVERY OF KN94/KF94 FACEMASK FOR THE NATIONAL MUSEUM OF THE PHILIPPINES EMPLOYEE IN THE CENTRAL OFFICE
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b> NMP SMS 2022-04-0051 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Medical Supplies and Laboratory Instrument <b>Approved Budget for the Contract:</b> PHP 198,000.00 <b>Delivery Period:</b> <b>Client Agency:</b> <hr/> <b>Contact Person:</b> Ana Concepcion Mallari Piang ADMINISTRATIVE OFFICER V P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-2-3316150 supply@nationalmuseum.gov.ph	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	2
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	22/04/2022
	<b>Last Updated / Time</b>	21/04/2022 13:50 PM
	<b>Closing Date / Time</b>	28/04/2022 10:00 AM

#### 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): One Hundred Ninety Eight Thousand Pesos (PhP 198,000.00).

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 April 28, 2022, 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:

- (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:

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

sgd  
ANA CONCEPCION M. PIANG  
Administrative Officer V - SMS

**Created by** Ana Concepcion Mallari Piang

**Date Created** 21/04/2022

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