



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**REQUEST FOR QUOTATION NO. BAC 2022-55**  
**BOARD AND LODGING SERVICES FOR THE NMP PERFORMANCE REVIEW 2022**  
**AND OPERATIONAL PLANNING FOR 2023**

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 – **Lease of Real Property or Venue, Section 53.10** of the 2016 Revised IRR of R.A. 9184 otherwise known as the “Government Procurement Reform Act”.

Approved Budget for the Contract (ABC): Three Hundred Sixty Thousand Pesos (**Php 360,000.00**)

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 **October 06, 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; and;
- (c) Latest Income Tax (paid through the BIR EFPS with BIR Stamp)

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



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



**PAMBANSANG MUSEO NG PHILIPPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**BIDS AND AWARDS COMMITTEE**

**Technical Working Group**

P. Burgos St., Ermita  
Manila

**TABLE RATING FACTORS FOR LEASE OF VENUE**

Project Title : **BOARD AND LODGING SERVICES FOR THE NMP PERFORMANCE REVIEW 2022 AND OPERATIONAL PLANNING FOR 2023**

Proj. Amount (ABC) : **PHP 360,000.00**

Mode of Procurement : Lease of Real Property or Venue (Section 53.10)

	<b>Rating factors</b>	<b>Weight (%)</b>	<b>Rating</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
<b>IV.</b>	<b>Venue</b>		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	

	e. Fire fighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client satisfactory rating	(5)	
		100	
	<b>I. Availability</b>	X (.5) =	
II	<b>Location and Site Condition</b>	X (.1) =	
III.	<b>Neighborhood Data</b>	X (.05) =	
IV.	<b>Venue</b>	X (.35) =	
<b>FACTORY VALUE</b>			



PAMBANSANG MUSEO NG PILIPINAS  
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## TECHNICAL SPECIFICATIONS

### BOARD AND LODGING SERVICES

#### for the NMP Performance Review 2022 and Operational Planning for 2023

#### I. Rationale

There is a need to provide a venue that allows managers and supervisors to participate in the review and evaluation of the current performance of the agency and establish plans for the coming calendar year. Hence, the conduct of a three-day Performance Review 2022 and Operational Planning for 2023 is crucial to review and evaluate performance, develop catch-up plans as needed, and formulate operational plans for FY 2023.

#### II. Objective

To procure board and lodging services and venue for the conduct of the NMP Performance Review 2022 and Operational Planning for 2023 on November 2022 within Metro Manila.

#### III. Approved Budget for the Contract

The budget for the contract is THREE-HUNDRED SIXTY THOUSAND PESOS Only (Php 360,000.00), inclusive of applicable taxes.

Board and Lodging for Three (3) days and two (2) nights inclusive of meals (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) and use of function room

*Computation:*

*Php2,000/day/pax x 60pax = Php120,000.00/day (inclusive of applicable taxes) or Php 360,000.00 for 3 days (inclusive of applicable taxes)*

#### IV. Payment Terms

After the workshop, the billing statement shall be provided by the service provider and processing of 100% payment shall proceed thereafter.

## V. Scope of Work

### A. Food

1. The service provider shall provide the following meal requirements for the 3-day Performance Review 2022 and Operational Planning for 2023 for 60 participants:
  - 3 platter/buffet breakfast (first, second, and third day) served by 7:00 AM
  - 3 AM snacks
  - 3 platter/buffet lunch served at 12:00 PM
  - 3 PM snacks
  - 2 platter/buffet dinner (first and second day) served at 7:00 PM
  - 1 packed dinner (third day)
  - free-flowing coffee and tea for the duration of the activity
2. The service provider shall propose choices for snacks and meals.
3. The service provider shall propose choices of soup, salad, main entrées, and dessert for platter/buffet meals.
4. The selected menu package may be subjected to free food-tasting sessions to ensure the quality of food.
5. Participants with specific dietary restrictions should be accommodated.

### B. Function Room

1. The service provider shall provide the following requirements for the function room to be used in the 3-day session:
  - Clean, spacious, and air-conditioned function room that can accommodate the number of participants
  - Provision for lights and audio/PA system including microphones, projectors, and other audio-visual equipment and paraphernalia
  - Free access to strong internet connectivity
  - Provision for water station
  - Availability of space to serve as a banquet for meals

### C. Accommodations

1. The service provider shall provide the hotel accommodation within Metro Manila for 60 participants with the following requirements:
  - Must be accredited by the Department of Tourism (DOT)
  - Triple-sharing room for staff, single room for the 4 NMP officials, 1 Secretariat Room
  - Complimentary use of other facilities and amenities (if there are any) in chosen accommodation
  - 3 days and 2 nights of accommodation

- Check-in: Morning of the first day
- Check-out: Afternoon of the third day

**D. Other requirements and qualifications:**

1. Table set-up;
2. Two buffet/drinking stations;
3. Continuous coffee/tea/juice/water;
4. Has staff adequately trained in food preparation and serving, hall arrangement, and table setting;
5. Has a certificate of food safety and hygiene from the city where they operate;
6. Has staff in appropriate/standard attire.
7. Provision of one (1) printed tarpaulin about the activity (design, content, and logo to be provided by the NMP, one week prior to the confirmed schedule)
8. Provision for complimentary parking slots for participants with vehicles (*subject to availability of slots on a first-come, first-served basis*)

**E. The Service Provider shall:**

1. Ensure the complete preparation and set-up of platter/buffet tables and dining tables and chairs;
2. Ensure and maintain the sanitation and quality of food to be served;
3. Ensure the serving of food is on time;
4. Be responsible for the collection, clean-up, and disposal of trash after the events.
5. Ensure the good working condition of all the facilities and inclusions based on the scope of work

**F. The National Museum shall:**

1. Coordinate with the service provider concerning pertinent details or any additional requirements at least a week before the scheduled date in November 2022.

**G. Additional Condition**

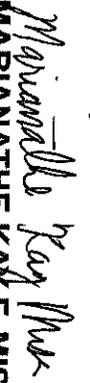
- In the event that the winning bidder fails to comply with the criteria as enumerated in the Terms of reference, the National Museum of the Philippines has the right to unilaterally terminate the contract with the winning bidder. In this case, termination shall take effect upon receipt of the Notice of Termination and the bidder shall be paid only for the rendered services.
- In case of food poisoning, the winning bidder shall be directly and solely accountable for the victims.
- In case of discovered spoiled food or mishandled food, the National Museum of the Philippines shall not pay for the said contaminated food.

- In case of undelivered or unserved food, the National Museum of the Philippines shall not pay the same.
- Pork, beef, seafood, and chicken shall not be mixed with other foods so that employees who are prohibited from consuming the same shall have options.

Prepared by:

  
**NOEL OLIVER K. MATURINGAN**  
Planning Officer II

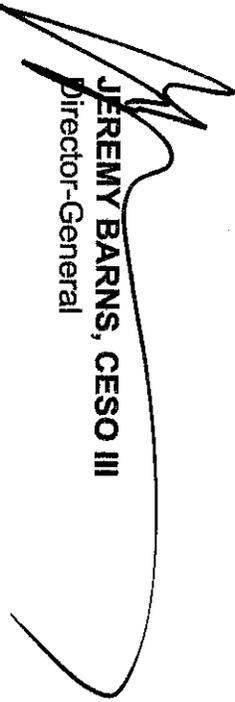
Noted by:

  
**MARIANATHE KAY F. MISA**  
Board Secretary IV / OIC-PMISS

Recommending Approval:

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

Approved:

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