



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8653424
Procuring Entity DEPARTMENT OF TOURISM
Title SUPPLY and DELIVERY of VARIOUS OFFICE SUPPLIES and MATERIALS
Area of Delivery Metro Manila

Solicitation Number:	2022-05-0053	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 915,183.00	Document Request List	0
Delivery Period:	10 Day/s		
Client Agency:		Date Published	13/05/2022
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph	Last Updated / Time	12/05/2022 13:44 PM
		Closing Date / Time	18/05/2022 17:00 PM

Description

TECHNICAL SPECIFICATIONS

LOT 1

- 1) INSECTICIDE, Aerosol type, at least 500ml. -- 52 cans
 - 2) DISINFECTANT SPRAY, Aerosol type, at least 500ml. - 211 cans
 - 3) LIQUID HAND SOAP, at least 500mL -- 143 bottles
 - 4) TOILET TISSUE PAPER, 2-ply sheets, 100% recycled, at least 150 pulls -- 299 packs
 - 5) TOILET TISSUE PAPER, Interfolded Paper Towel -- 75 packs
- Approve Budget for the Contract: PhP177,815.00

LOT 2

- 1) ACETATE, Plastic Cover, gauge 2.4 -- 14 rolls
- 2) GLUE, all purpose, 200g -- 60 jars
- 3) STAPLE WIRE, heavy duty, 23/13 -- 60 boxes
- 4) STAPLE WIRE, standard, #35, 5000 staples -- 146 boxes
- 5) CLIP, back-fold, 19mm -- 162 boxes
- 6) CLIP, back-fold, 32mm -- 187 boxes

- 7) CLIP, back-fold, 50mm -- 156 boxes
- 8) CORRECTION TAPE, 8m -- 355 pieces
- 9) DATA FILE BOX, Closed Ends -- 149 pieces
- 10) DATA FOLDER/Arch-lever File Folder, Chipboard Material with Taglia Lock, for Legal Size docs. -- 336 pieces
- 11) FILE ORGANIZER, expanding, plastic, Legal size -- 43 pieces
- 12) PAPER CLIP, vinyl/plastic coated, 33mm -- 177 boxes
- 13) PAPER CLIP, vinyl/plastic coated, 50mm -- 164 boxes
- 14) RUBBER BAND, No. 18 -- 46 boxes
- 15) STAMP PAD, felt -- 18 pieces

Approved Budget for the Contract: PhP122,323.00

LOT 3

- 1) CLEARBOOK, 20 Transparent pockets, A4 -- 145 pieces
- 2) CLEARBOOK, 20 Transparent pockets, Legal -- 132 pieces

Approved Budget for the Contract: PhP10,619.00

LOT 4

- 1) NOTE PAD, stick on, 50mm x 76mm (2" x 3") min. -- 211 pads
- 2) NOTE PAD, stick on, 76mm x 100mm (3" x 4") min. -- 155 pads
- 3) NOTE PAD, stick on, 3" x 3" -- 139 pads
- 4) NOTEBOOK, stenographer, spiral, 40 leaves -- 126 pieces
- 5) PAPER, MULTICOPY, A4, 80 gsm. -- 690 reams
- 6) PAPER, MULTICOPY, Legal, 80gsm. -- 457 reams
- 7) PAPER, multi-purpose, legal, 70gsm. -- 261 reams
- 8) RECORD BOOK, 300 PAGES, size: at least 214mm x 278mm min. -- 58 pieces
- 9) RECORD BOOK, 500 PAGES, size: at least 214mm x 278mm min. -- 96 pieces
- 10) ENVELOPE, expanding, plastic, Legal size -- 30 pieces
- 11) ENVELOPE, mailing, Long, White, 100's -- 16 boxes
- 12) ENVELOPE, mailing, with window, Long, 100's -- 3 boxes
- 13) FOLDER, pressboard, Long, 100's -- 12 boxes
- 14) FOLDER, with tab, legal, 100's -- 44 packs
- 15) TAPE, packaging, 48mm -- 195 rolls

Approved Budget for the Contract: PhP366,508.00

LOT 5

- 1) BATTERY, dry Cell, size AA, 2's/pack -- 248 packs
- 2) BATTERY, dry Cell, size AAA, 2's/pack -- 233 packs

Approved Budget for the Contract: PhP38,578.00

LOT 6

- 1) MARKER, permanent, black, bullet type -- 171 pieces
- 2) MARKER, permanent, blue, bullet type -- 115 pieces
- 3) MARKER, permanent, red, bullet type -- 82 pieces
- 4) PENCIL, lead, with eraser -- 103 boxes
- 5) SIGN PEN, red -- 208 piece

Approved Budget for the Contract: PhP24,661.00

LOT 7

- 1) INK CART, HP CD887AA, (HP703), Black -- 20 pieces
- 2) INK CART, HP CD888AA, (HP703), Tri-color -- 20 pieces
- 3) INK CART, HP CN692AA, (HP704), Black -- 2 pieces
- 4) INK CART, HP CZ108AA, (HP678), Tricolor -- 3 pieces
- 5) INK CART, HP CZ121A (HP685A), Black -- 9 pieces
- 6) INK CART, HP CZ122A (HP685A), Cyan -- 6 pieces
- 7) INK CART, HP CZ123A (HP685A), Magenta -- 6 pieces
- 8) INK CART, HP CZ124A (HP685A), Yellow -- 6 pieces
- 9) INK Cartridge, HP F6V26AA (HP680) Tri-color -- 94 pieces
- 10) INK Cartridge, HP F6V27AA (HP680) Black -- 96 pieces
- 11) INK CART, HP Office-Jet Pro 9010 All-in-One, (HP965XL), Black -- 5 pieces
- 12) INK CART, HP Office-Jet Pro 9010 All-in-One, (HP965), Tricolor -- 5 pieces

Approved Budget for the Contract: PhP174,679.00

TOTAL APPROVED BUDGET FOR THE CONTRACT: PhP915,183.00

TERMS OF PAYMENT: GOVERNMENT PROCEDURE

NOTE:

Partial Bids are allowed. All goods are grouped in Lots. Bidders shall have the option of submitting of a proposal on

any or all Lots, and evaluation and contract award will be undertaken on a per Lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return
4. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation via e-mail together with the required valid documents for the above requirement not later than May 18, 2022.

Created by FELICISIMO EVANGELISTA MAXIMO
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