



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8684186  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF IT Equipment, Office Supplies  
**Area of Delivery**

<b>Solicitation Number:</b>	2022-05-057	<b>Status</b>	<b>Pending</b>
<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	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	21/05/2022
<b>Approved Budget for the Contract:</b>	PHP 183,562.00	<b>Last Updated / Time</b>	20/05/2022 09:18 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	24/05/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

#### Description

TERMS OF TECHNICAL SPECIFICATIONS PURCHASE EQUIPMENT  
Internal Audit Service

1. In line with the day-to-day operations of the Internal Audit Service (IAS), there is a need to purchase equipment that would ensure the smooth and efficient daily services.

2. Requirement: IT Equipment, Office Supplies IT EQUIPMENTS

Flash Drive Specifications:

- USB 3.2 Speed
- Type- A Flash Drive
- 395 MB/s Read
- 100 MB/s Write
- Capacity: 64 GB
- Minimum 3-months warranty
- 12 Units

External Hard Drive Specifications:

- Capacity: 1TB Expansion Portable
- Interface: USB 3.0
- Type Hard Disk Drive
- 5 Units HDD

External Hard Drive Specifications:

- Capacity: 1TB Expansion Portable
- Type: Solid State Drive
- Interface: USB 3.0
- With Type-C to USB
- 3.2 Connector and Speed up to 520 MB/s
- 2 Units SSD

8-Port Gigabit Ethernet Unmanaged Switch-desktop Specifications:

- ETHERNET PORT CONFIGURATION: 8 Gigabit ports
- PLUG-AND-PLAY: Simple set up with no software to install or configuration needed
- VERSATILE MOUNTING OPTIONS: Supports desktop or wall mount placement
- SILENT OPERATION: The fanless design means zero added noise wherever its located, making it ideal for noise-sensitive environments

• ENERGY EFFICIENT: Designed to optimize power usage lowering its cost to operate. Most models are compliant with IEEE802.3az Energy Efficient Ethernet mode.

• BUILT TO LAST: Every NETGEAR Network switch is rigorously tested for reliability, quality, and performance.

• 3 Units

CE2854HP 85A Black Original LaserJet Toner Cartridge (Black)

- 5 Units
- 950 XL HP OfficeJet Pro 8600 plus Original LaserJet Toner Cartridge
- Black 5 Units
- Cyan 2 Units
- Magenta 2 Units
- Yellow 2 Units

#### OFFICE SUPPLIES

Metal Office Hole Puncher (dimensions:98 x 109 x 121

- Format: A4,A5,A6, Folio, US-Quart,8x8x8 cm
- Hole Distance: 8 cm
- Capacity of punching: 3mm/30 sheets (80 gsm paper)
- Hole quantity: 2)
- 5 units

Heavy Duty Paper Shredder

- (Feed Width (mm): 220mm
- Shred size(mm): 3x15
- Shred Capacity (70 gsm A4 sheets):10
- Motor/Voltage/Power: 90 W/230 V
- 3 Units

Heavy Duty Stapler standard 6 Units Heavy Duty Tape Dispenser 3 Units A4 Acetate (10 pcs per box) 3 Units Ring Binder 1/2 inches, uncut 50 Units Ring Binder 3/4 inches, uncut 50 Units Ring Binder 1 inch, uncut 50 Units Vellum Paper A4, 10 sheets 20 Units

Paper/Ream Cutter A4/A3 Heavy Duty Paper Cutting Machine 1 Unit

3. Budget: Php 183,526.00 chargeable against the continuing appropriations for FY 2022 of Internal Audit Service

4. Terms of payment: Government Procedure

5. Contact Person:

- Marjorie Mae S. Mandate
- 459-5200 local 310 / 09673680831
- msmandate@tourism.gov.ph

#### 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/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 20/05/2022

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