

DEPARTMENT OF TOURISM – MIMAROPA

PROCUREMENT OF PRINTING INKS FOR THE USE OF DOT-MIMAROPA

I. ITEM DESCRIPTION

- HP Laser Jet Ink, 79A, Black
- HP 965 XL Black
- HP 965 XL Cyan
- HP 965 XL Magenta
- HP 965 XL Yellow
- Epson 003 Ink 65ml, Black
- Epson 003 Ink 65ml, Cyan
- Epson 003 Ink 65ml, Magenta
- Epson 003 Ink 65ml, Yellow

II. PURPOSE/OBJECTIVES:

The objective of this activity is to provide the necessary supplies needed by the employees in the Regional Office.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED**
- Must have **available complete supplies requested**
- Must be willing to provide supplies **on a send bill arrangement**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPS posting closing
- Current Mayor's / Business Permit
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Income/ Business Tax Return/ *BIR Certification (for Individual)*
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

Quantity	Unit	Description
10	Cart	HP Laserjet Ink, 79A, Black
10	Cart	HP 965 XL Black
10	Cart	HP 965 XL Cyan
10	Cart	HP 965 XL Magenta
10	Cart	HP 965 XL Yellow
12	Cart	Epson 003 Ink 65ml, Black
12	Cart	Epson 003 Ink 65ml, Cyan
12	Cart	Epson 003 Ink 65ml, Magenta
12	Cart	Epson 003 Ink 65ml, Yellow

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is **One Hundred Forty-Six Thousand Eight Hundred Forty Pesos (P146, 840.00)**, inclusive of all government taxes and charges.

The winning bid, however, 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.

VII. DELIVERY PERIOD:

Winning bid must deliver the complete supplies requested on or before **15th of September 2022**.

VIII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements shall be ground for disqualification of bid.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- The **WINNING BIDDER** must deliver **complete stated supplies** as spot check will be done by END USER on the above-mentioned date of delivery.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this item description as approved by the **DOT-MIMAROPA END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-MIMAROPA END USER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

X. PROJECT OFFICER/CONTACT PERSON

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