

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8459-5200 local 212
Email: dotncr.bac@tourism.gov.ph

Date: September 27, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																																																																												
ONE (1)	LOT	OFFICE SUPPLIES AND EQUIPMENT FOR TOURISM FRONTLINE SERVICE UNIT																																																																													
		<p>I. BACKGROUND AND PROJECT DESCRIPTION</p> <p>The Tourism Frontline Service Unit (TFSU) is the Gateway Frontline Service of the Department of Tourism under the National Capital Region (NCR) with sole office at Ninoy Aquino International Airport-Terminal 1. Its major function is to provide accurate information dissemination to all arriving guests of the country (both foreign/local); and to provide warm welcome reception and send-off assistance to the official guests of the Department/Country.</p> <p>In this light, we highly recommend the issuance of new sets of supplies and equipment's to the DOT Tourism Frontline Service Unit Office to better improve the quality of service and maintain with pride and dignity in keeping the It's More Fun in the Philippines campaign of the Department. It also presents a pleasant image and sends a message of professionalism in any tourism-related activity.</p>																																																																													
		<p>II. OBJECTIVES</p> <ul style="list-style-type: none"> • To improve and organize the TFSU office at the different terminals. • To offer the high quality and innovative service • To utilize the office at the different terminals for efficient deliverables of service. 																																																																													
		<p>III. SPECIFICATIONS/BUDGETARY REQUIREMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PARTICULARS</th> <th>PRICE</th> <th>QTY</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="4">I. Office Supplies</td> </tr> <tr> <td>Bond Paper Tray</td> <td style="text-align: right;">1,448.00</td> <td style="text-align: center;">2</td> <td style="text-align: right;">2,896.00</td> </tr> <tr> <td>Steel Tray</td> <td style="text-align: right;">625.00</td> <td style="text-align: center;">2</td> <td style="text-align: right;">1,250.00</td> </tr> <tr> <td>Cardboard PVC File Binder</td> <td style="text-align: right;">679.00</td> <td style="text-align: center;">10</td> <td style="text-align: right;">6,790.00</td> </tr> <tr> <td>Hanging Folder</td> <td style="text-align: right;">47.50</td> <td style="text-align: center;">180</td> <td style="text-align: right;">8,550.00</td> </tr> <tr> <td>File Organizer</td> <td style="text-align: right;">600.00</td> <td style="text-align: center;">5</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td>First Aid Kit</td> <td style="text-align: right;">1,400.00</td> <td style="text-align: center;">2</td> <td style="text-align: right;">2,800.00</td> </tr> <tr> <td colspan="4">II. Office Equipment</td> </tr> <tr> <td>3-in-1 Printer</td> <td style="text-align: right;">9,499.00</td> <td style="text-align: center;">3</td> <td style="text-align: right;">28,497.00</td> </tr> <tr> <td>White Board w/ Cork Board (3x4)</td> <td style="text-align: right;">1,649.00</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,649.00</td> </tr> <tr> <td>Wireless Keyboard and Mouse</td> <td style="text-align: right;">2,828.48</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,828.48</td> </tr> <tr> <td>UPS</td> <td style="text-align: right;">6,023.99</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,023.99</td> </tr> <tr> <td>Mini Steel Cabinet</td> <td style="text-align: right;">3,100.00</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,100.00</td> </tr> <tr> <td>Microwave Oven</td> <td style="text-align: right;">3,195.00</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,195.00</td> </tr> <tr> <td>Water Dispenser</td> <td style="text-align: right;">6,795.00</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,795.00</td> </tr> <tr> <td>CPU System Unit</td> <td style="text-align: right;">4,199.00</td> <td style="text-align: center;">1</td> <td style="text-align: right;">4,199.00</td> </tr> <tr> <td>Office Swivel Chair</td> <td style="text-align: right;">3,268.50</td> <td style="text-align: center;">2</td> <td style="text-align: right;">6,537.00</td> </tr> <tr> <td>Sofa w/o Backrest</td> <td style="text-align: right;">3,999.00</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,999.00</td> </tr> </tbody> </table>	PARTICULARS	PRICE	QTY	AMOUNT	I. Office Supplies				Bond Paper Tray	1,448.00	2	2,896.00	Steel Tray	625.00	2	1,250.00	Cardboard PVC File Binder	679.00	10	6,790.00	Hanging Folder	47.50	180	8,550.00	File Organizer	600.00	5	3,000.00	First Aid Kit	1,400.00	2	2,800.00	II. Office Equipment				3-in-1 Printer	9,499.00	3	28,497.00	White Board w/ Cork Board (3x4)	1,649.00	1	1,649.00	Wireless Keyboard and Mouse	2,828.48	1	2,828.48	UPS	6,023.99	1	6,023.99	Mini Steel Cabinet	3,100.00	1	3,100.00	Microwave Oven	3,195.00	1	3,195.00	Water Dispenser	6,795.00	1	6,795.00	CPU System Unit	4,199.00	1	4,199.00	Office Swivel Chair	3,268.50	2	6,537.00	Sofa w/o Backrest	3,999.00	1	3,999.00	
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		<p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT PHP 141,599.47 (One Hundred Forty One Thousand Five Hundred Ninety Nine and 47/100 only) <i>*inclusive of all government fees and taxes*</i></p>																	
		<p>IV. OTHER TERMS AND CONDITIONS</p> <p>Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of items and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Delivery period shall be five (5) working days upon signing of the Purchase Order on the conforme part.</p>																	
		<p>V. TERMS OF PAYMENT</p> <p>Please send billing statement (through send bill arrangement) to the Department of Tourism – National Capital Region, 2/F The New DOT Bldg., Gil Puyat Avenue, Makati City</p>																	
		<p>VI. Documentary Requirements to be submitted:</p> <ol style="list-style-type: none"> 1. Valid Mayor’s/Business Permit 2. PHILGEPS Registration Number 3. Latest Income/Business Tax Return 4. Notarized or Certified True Copy of Omnibus Sworn Statement 																	
		<p>Contact Person: MAY MENDOZA-RAMOS Head, DOT TFSU Contact Number : 0995-9136837 email address: mmmramos@tourism.gov.ph</p>																	
		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) sets</u> – 1 original copy IN A SEALED ENVELOPE to this office address:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>																	
		<p>Note: Deadline of submission is on October 3, 2022 at 9:00 am</p>																	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME