

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

Date: October 5, 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	<b>OFFICE SUPPLIES AND EQUIPMENT FOR TOURISM FRONTLINE SERVICE UNIT</b>																																	
		<p><b>I. BACKGROUND AND PROJECT DESCRIPTION</b></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><b>II. OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>• To improve and organize the TFSU office at the different terminals.</li> <li>• To offer the high quality and innovative service</li> <li>• To utilize the office at the different terminals for efficient deliverables of service.</li> </ul>																																	
		<p><b>III. SPECIFICATIONS/BUDGETARY REQUIREMENTS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">PARTICULARS/ SPECIFICATIONS</th> <th style="width: 10%;">PRICE</th> <th style="width: 10%;">QTY</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>I. Office Supplies</b></td> </tr> <tr> <td><b>Bond Paper Tray</b> - Multi tray 5 drawers - Must fit letter, A4, and legal size</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><b>Steel Tray</b> - 3 layers - Color: Black or Brown - Rack metal</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><b>Cardboard PVC File Binder</b> - Size: 8" x 13" - With 2 Ring D made of solid cardboard material</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><b>Hanging Folder</b> - Size: 8" x 13" - Color: Green</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><b>File Organizer</b> - Four-layer metal file frame. - Material: barbed wire. - Product size: 36cm*28cm*32cm. - Product color: black</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><b>First Aid Kit</b> Must include the following: - Antiseptic towelettes - Alcohol prep pads sting relief pads - Povidone - Iodine prep pads</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> </tbody> </table>	PARTICULARS/ SPECIFICATIONS	PRICE	QTY	AMOUNT	<b>I. Office Supplies</b>				<b>Bond Paper Tray</b> - Multi tray 5 drawers - Must fit letter, A4, and legal size	1,448.00	2	2,896.00	<b>Steel Tray</b> - 3 layers - Color: Black or Brown - Rack metal	625.00	2	1,250.00	<b>Cardboard PVC File Binder</b> - Size: 8" x 13" - With 2 Ring D made of solid cardboard material	679.00	10	6,790.00	<b>Hanging Folder</b> - Size: 8" x 13" - Color: Green	47.50	180	8,550.00	<b>File Organizer</b> - Four-layer metal file frame. - Material: barbed wire. - Product size: 36cm*28cm*32cm. - Product color: black	600.00	5	3,000.00	<b>First Aid Kit</b> Must include the following: - Antiseptic towelettes - Alcohol prep pads sting relief pads - Povidone - Iodine prep pads	1,400.00	2	2,800.00	
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<ul style="list-style-type: none"> <li>- Cotton Balls &amp; Instant Cold compress</li> <li>- Adhesive Bandage &amp; Wound closure strips</li> <li>- Gauze roll &amp; Sterile gauze pads</li> <li>- Cotton tip applicators &amp; Adhesive tape roll</li> <li>- Finger splints, Tweezers &amp; Metal scissors</li> </ul>			
<b>II. Office Equipment</b>			
<b>3-in-1 Printer</b> <ul style="list-style-type: none"> <li>- Ultra-low-cost printing</li> <li>- High-yield replacement ink bottles</li> <li>- Hassle-free ink tank system</li> <li>- Multifunction printer: Print, copy &amp; scan</li> </ul> <b>Print Method:</b> On-demand inkjet (Piezoelectric) <b>Nozzle Configuration:</b> 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) <b>Maximum Resolution:</b> 5760 x 1440 dpi	9,499.00	3	28,497.00
<b>White Board w/ Cork Board (3x4)</b> <ul style="list-style-type: none"> <li>- Size: 3 foot x 4 foot'</li> <li>- Anti scratch coating</li> <li>- Magnetic and has aluminum frame</li> </ul>	1,649.00	1	1,649.00
<b>Wireless Keyboard and Mouse</b> <ul style="list-style-type: none"> <li>- Long battery life</li> <li>- Reliable wireless</li> <li>- Compatible to Windows 7, Windows 8, Windows 10 or later</li> <li>- With USB port</li> <li>- Full-size Keyboard</li> <li>- Comfortable for both left- and right-handed users</li> </ul>	2,828.48	1	2,828.48
<b>UPS</b> <ul style="list-style-type: none"> <li>- Five Battery Backup Outlets with Surge Protection</li> <li>- Automatic Voltage Regulation (AVR)</li> <li>- Must have warranty</li> </ul>	6,023.99	1	6,023.99
<b>Mini Steel Cabinet</b> <ul style="list-style-type: none"> <li>- High quality stainless steel</li> <li>- 4 PVC wheels at the bottom for easy cabinet movement</li> <li>- Smooth sliding without noise</li> <li>- Multi-layer drawers</li> <li>- With keys for storage and filing of items and files</li> </ul>	3,100.00	1	3,100.00
<b>Microwave Oven</b> <ul style="list-style-type: none"> <li>- Stainless steel &amp; glass</li> <li>- Large digital display, easy-to-read control panel</li> <li>- Power saving mode, sound on/off option, glass turntable</li> <li>- Pre-programmed sensor menu</li> </ul>	3,195.00	1	3,195.00
<b>Water Dispenser</b> <ul style="list-style-type: none"> <li>- Tower Type</li> <li>- Three faucet Water Options: Hot, Normal and Cold</li> <li>- Double sealed doors</li> <li>- Double Safety device to prevent overheating</li> <li>- Must have warranty</li> </ul>	6,795.00	1	6,795.00
<b>CPU System Unit</b> <ul style="list-style-type: none"> <li>- Intel Core i3 2.9Ghz</li> <li>- Socket 1156 motherboard</li> <li>- 4gb memory ddr3</li> <li>- 250gb hdd</li> <li>- Must have warranty</li> </ul>	4,199.00	1	4,199.00

		<b>Office Swivel Chair</b> - 360 degree rotation function - Adjustable height - 100 kg maximum load - Durable and comfortable	3,268.50	2	6,537.00
		<b>Sofa w/o Backrest</b> - Four seater - Foam material - Color black - Steel Leg - Carbon Steel Wire Sofa Support Snake Spring - Non-woven fabric lining - Easy to clean	3,999.00	1	3,999.00
		<b>Xerox Machine</b> - 28 Copies per Minute - Automatic Back to Back - Automatic Document Feeder (adf) - Long/Short/A4 / A3 size - 2 cassette & 1 Bypass - Reducer/Enlarger - Copier w/Built in Printer - Must have warranty	40,800.00	1	40,800.00
		<b>Vacuum Cleaner</b> - Cyclone Force - Cycloneforce with Anti-Tangle Turbine - EZ Clean Dustbin - Compact Design	6,195.00	1	6,195.00
		<b>Rice Cooker</b> - 200 WATS - 3.5L with ceramic pot - 3 Heat settings with keep warm - Matte Black - Glass lid	2,495.00	1	2,495.00
		<b>TOTAL AMOUNT</b>			<b>P141,599.47</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b> <b>PHP 141,599.47</b> (One Hundred Forty One Thousand Five Hundred Ninety Nine and 47/100 only) <i>*inclusive of all government fees and taxes*</i>					
		<b>IV. OTHER TERMS AND CONDITIONS</b>  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.			
		<b>V. TERMS OF PAYMENT</b>  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			
		<b>VI. Documentary Requirements to be submitted:</b> 1. Must be a registered trading company 2. Valid Mayor's/Business Permit 3. PHILGEPS Registration Number 4. Latest Income/Business Tax Return 5. Original Notarized Omnibus Sworn Statement			
		<b>Contact Person:</b> <b>MAY MENDOZA-RAMOS</b> Head, DOT TFSU Contact Number : 0995-9136837 email address: mmmramos@tourism.gov.ph			
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE			

	<p>AND/ OR COURIER in <u>three (3) sets</u> – 1 original copy IN A <b>SEALED ENVELOPE</b> to this office address:</p> <p><b>DOT NCR BAC SECRETARIAT</b>  <b>Mr. Lawrence J. Alcantara</b> –  Head, NCR BAC Secretariat  2nd Floor, DOT Building,  351 Sen. Gil Puyat Avenue, Makati City</p>	
	Note: Deadline of submission is on <b>October 10, 2022 at 9:00 am</b>	

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.

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**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_

**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_

**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

\_\_\_\_\_

**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_

**AUTHORIZED SIGNATURE OVER PRINT NAME**