



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9163809  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** For the procurement of printer ink cartridges of Canon PIXMA iX6770 inkjet printer assigned at the Office of Advocacy & Creatives Design Division of the Office of Public Affairs & Advocacy (OPAA)

#### Area of Delivery

<b>Solicitation Number:</b> 2022-10-221	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b> PHP 70,027.51	<b>Document Request List</b>	6
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	27/10/2022
<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	<b>Last Updated / Time</b>	27/10/2022 00:00 AM
	<b>Closing Date / Time</b>	02/11/2022 14:00 PM

#### Description

##### TERMS OF REFERENCE (TOR)

##### I. PROJECT

Project Title : For the procurement of printer ink cartridges of Canon PIXMA iX6770 inkjet printer assigned at the Office of Advocacy & Creatives Design Division of the Office of Public Affairs & Advocacy (OPAA)

##### II. MINIMUM REQUIREMENTS

1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
2. Must provide a breakdown of prices and services included in the quotation.
3. Quotation to include E-VAT and other government taxes.
4. Amenable to government procedures or send-bill arrangement.

##### III. SCOPE OF WORK/DELIVERABLES

1. Provide specific

Date of delivery : November-December 2022  
Venue of delivery : Department of Tourism  
General Services Division  
G/F, New DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City  
Time : Office Hours

2. Provide components of Canon ink jet printer that will be used for printing of various official photos and pictures and reports of the department.

- 20 pcs. Ink Cartridge, Canon CLI-751 (BLACK)
- 20 pcs. Ink Cartridge, Canon CLI-751 (YELLOW)
- 20 pcs. Ink Cartridge, Canon CLI-751 (CYAN)
- 20 pcs. Ink Cartridge, Canon CLI-751 (GREY)
- 20 pcs. Ink Cartridge, Canon CLI-751 (MAGENTA)

**IV. LEGAL/TECHNICAL REQUIREMENTS**

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

**V. CONTRACT OF SERVICE/FINANCIAL PROPOSAL**

The financial proposal should cover the following expenditure:

1. Printer ink cartridges of Canon PIXMA iX6770 ink jet printer

**VI. PAYMENT PROCEDURE**

Government procedure and is subject to appropriate government taxes.

**VII. APPROVED BUDGET FOR THE CONTRACT :**

Seventy Thousand Twenty Seven Pesos and 70/100 centavos(P70,027.51) inclusive of all applicable taxes.

Total budget shall be charged against the approved 2022 Work Program of OPAA.

**VIII. Project by The Office of Advocacy & Creatives Design Division, Office of Public Affairs and Advocacy (OPAA)**

For further information, please refer to the following project officer below at telephone numbers (02) 459-5200, loc. 316.

Project Officer - DANIEL R. CRUZ - Asst. Information Officer

Note: The winning bid shall be determined based on the best package suited to the market at the most advantageous financial cost, provided that the amount of bid does not exceed the above total budget.

Noted by:

CHARLES ADONIS C. USI  
Officer-In-Charge  
Advocacy & Creatives Design Division  
Office of Public Affairs & Advocacy

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	OFFICE SUPPLIES	INK CARTRIDGE	100	Piece	70,027.51

**Other Information**

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area, In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 02 November 2022 at 2:00pm. Late and unsigned quotations shall not be accepted.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 26/10/2022

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