



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9206648
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF DOT REGIONAL OFFICE-MIMAROPA
Area of Delivery Metro Manila

Solicitation Number:	2022-11-005	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Office Equipment Supplies and Consumables	Date Published	09/11/2022
Approved Budget for the Contract:	PHP 138,750.00	Last Updated / Time	09/11/2022 00:00 AM
Delivery Period:	27 Day/s	Closing Date / Time	14/11/2022 12:00 PM
Client Agency:			
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot4b.bacsecretariat@gmail.com		

Description

DEPARTMENT OF TOURISM IVB- MIMAROPA
 PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF
 DOT REGIONAL OFFICE-MIMAROPA

I. ITEM DESCRIPTION

- Light Green colored paper, A4

- Colored Paper, A4 80gsm (Assorted color)
 - Clipboard A4 Folder
 - Clipboard Legal Folder
 - Envelope, plastic, A4
 - Envelope, plastic, Legal
 - Arrowhead, sign here
 - Ballpen, Black (12/box)
 - Ballpen, Red (12/box)
 - Ballpen, Blue (12/box)
 - Extension wire, 5 outlets with switch protector
 - Dishwashing soap, 500 ml
 - Glue stick
 - Photo paper
 - Ruler, plastic, 12 inches
 - Sticker paper
 - Stick on note pad, 35 x 35cm
 - Fastener, plastic
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- Uninterrupted Power Supply (UPS)
 - Magnetic Whiteboard 24x18"
 - External Hard Drive, 2TB
 - Flash Drive, 16GB
 - HDMI Connector
 - AVR 500W
 - Thermogun
 - Wireless Mouse
 - Hand Held Label Maker
 - Spiral Binding Machine
 - Ring Binder
 - 18 x 24" 3mm thick clear Acrylic Glass Board Transparent with 2 pair big advertising bolt
 - Audio Equipment
 - Business Signage acrylic big board (34x22 inches)
 - Computer Rack Table
 - Cordless Phone
 - LCD Projector

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

12 ream Light Green colored paper, A4, 80gsm

10 pack Colored Paper, A4, 80gsm (assorted color) 50 sheets/pack

12 piece Clipboard A4 folder

12 piece Clipboard Legal folder
100 piece Envelope, plastic, Legal
19 pack Arrowhead, sign here
15 box Ballpen, Black (12/box)
5 box Ballpen, Red (12/box)
10 box Ballpen, Blue (12/box)
5 Unit Extension Wire, 5 outlets w/switch protector
15 bottle Dishwashing soap, 500 ml
10 piece Glue Stick
12 pack Photo Paper
10 piece Ruler, plastic, 12 inches
12 pack Sticker Paper
10 pack Stick on pad, 35x35cm
50 box Fastener, plastic
2 Unit Uninterrupted Power Supply (UPS)
1 Unit Magnetic Whiteboard 24x18"
16 Unit External Hard Drive, 2TB
17 pcs Flash Drive, 16GB
1 unit HDMI Connector
2 unit AVR 500w
1 unit Thermogun
10 unit Wireless Mouse
5 piece Hand Held label Maker
1 unit Spiral Binding Machine
5 pack Ring Binder
4 piece 18 x 24" 3mm thick Clear Acrylic Glass Board Transparent with 2 pair advertising bolt
1 unit Audio Equipment
4 piece Business Signage Acrylic big board (34x22 inches)
1 unit Computer Rack Table
1 Unit Cordless Phone
1 Unit LCD Projector

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is One Hundred Thirty-Eight Thousand Seven Hundred Fifty Pesos (P138,750.00), 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 day of December 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

Name: MS. SHEILA PINEDA
Email: dot4b.bacsecretariat@gmail.com;
Contact No.: [0942 991 4199](tel:09429914199)

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