

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
- 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

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