



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9301379
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PROCUREMENT OF OFFICE EQUIPMENT, FURNITURES, FIXTURES FOR DOT REGIONAL OFFICE-MIMAROPA
Area of Delivery Metro Manila

Solicitation Number:	2022-11-022	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment	Date Published	01/12/2022
Approved Budget for the Contract:	PHP 764,986.00	Last Updated / Time	01/12/2022 00:00 AM
Delivery Period:	10 Day/s	Closing Date / Time	08/12/2022 17:00 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 EQUIPMENT, FURNITURES, FIXTURES FOR DOT REGIONAL OFFICE-MIMAROPA

I. ITEM DESCRIPTION

- Water Dispenser
- Coffee Maker
- Aircon
- Work station
- Visitors Chair
- Conference Table
- Reception Counter

II. PURPOSE/OBJECTIVES:

The objective of this activity is to provide the necessary office equipments, furnitures and fixtures needed by the Regional Office.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have available complete items requested
- Must be willing to provide supplies on a send bill arrangement upon the approval of the for Later Released Budget FY 2022.

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements on or before PhilGEPS posting closing
- Current Mayor's / Business Permit
- PHILGEPS' Platinum Registration Number or Certificate of 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 Item Description

1

Unit

Water Dispenser

Description: Free standing water dispenser Bottom loading Hot, normal and cold Compressor type cooling Hot water safety lock

1

Unit

Coffee Maker

Description: Smart and compact design

Capacity: 4 cups

Can be used with coffee beans and ground coffee

Illuminated ON/OFF switch

Reliable

Easy clean

5

Unit

Aircon

Description: Split type aircon with super inverter that can conserve electricity

15

Unit

Work station- Office Table

Description: Freestanding Table

Dimension: W1600xD600xH750 mm

Materials: MFC Board

Finish: Maple

13

pcs.

Visitors Chair

Description: Visitors chair with armrest, Materials: Mesh Backrest & seatrest, Chrome Legs, Finish: Black

1

Unit

Conference Table

Description: Main Table (8-12 Seaters) W2400mm X D1200 X H750mm Materials MFC Board

1

Unit

Reception Counter

Description: Custom Reception Counter

Dimension: 2400 x 600 x 1050 mm

Finish: MDF Board / Teak and Black

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is Seven Hundred Sixty-Four Thousand Nine Hundred Eighty-Six Pesos (PHP 764,986.00), 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 23rd 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 items 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

Created by Monina Valdez Raneses

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