



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9338393
Procuring Entity DEPARTMENT OF TOURISM
Title SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR WORKSTATIONS FOR THE LEGAL AFFAIRS SERVICE

Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | 2022-12-0341 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 2 |
| Classification: | Goods - General Support Services | Bid Supplements | 0 |
| Category: | Furniture Parts and Accessories | | |
| Approved Budget for the Contract: | PHP 187,050.00 | Document Request List | 0 |
| Delivery Period: | 15 Day/s | | |
| Client Agency: | | Date Published | 10/12/2022 |
| Contact Person: | TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph | Last Updated / Time | 10/12/2022 00:00 AM |
| | | Closing Date / Time | 13/12/2022 15:00 PM |

Description

TERMS OF REFERENCE

SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR WORKSTATIONS FOR THE LEGAL AFFAIRS SERVICE

I. RATIONALE

Consistent with the duty of the government to provide its personnel conducive working and healthy environment, the Legal Affairs Service (LAS) shall procure a modular workstation consisting of a manager's cubicle and staff cubicles to be installed at the Legal Affairs Service.

This project is meant to provide the LAS personnel conducive environment that will allow them to work with enough privacy and with less distraction.

II. SCOPE OF WORK

Supply, delivery, and Installation of the following:

Qty. Unit Description
 Manager's Cubicle
 3 pcs. MT: 1.00x1.80Ht 1/3g fab

1 pc. MT: 1.50x1.80Ht 1/3g fab
1 pc Corner Post: 1.80Ht
2 pcs. End Post:1.80Ht
1 lot Desk: 0.60x1.50fsde-pl-gro

Staff Cubicle

1 lot Dismantling & Installation of 4 staff cubicles

Additional:

2 pcs. MT: 1.20x1.20Ht fab-pfbo
1 pc. MT: 0.60x1.20Ht fab-pfbo
2 pcs. MT: 0.45x1.20Ht fab-pfbo
3 pcs. T-Post: 1.20Ht
2 pcs. Corner Post: 1.20Ht
1 pc. End Post: 1.20Ht

• OTHER TERMS AND CONDITIONS

- Assessment of the area with the initial layout of the modular workstation (subject to adjustment) may be made upon request
- Materials used for the modular workstation must be similar to the materials used in the existing cubicles. To check on the quality of the materials, Supplier shall coordinate with GSD prior to installation.
- Include provisions for electrical outlets and internet cable for all the cubicles.
- The Contractor shall give at least one (1) year warranty on the materials supplied and workmanship. Warranty shall begin after acceptance by the DOT authorized representative.
- Price quotation should be inclusive of all applicable taxes
- Supplier shall provide for safety precautions during work and shall be liable for any damage to any person/property during the installation Supplier shall fix or replace any damage caused during the installation without additional cost
- Installation shall be made after office hours or on weekend
- Supplier shall observe cleanliness during the duration of the installation.
- Scheduled date of installation shall be coordinated with GSD and Legal Affairs Service
- Supplier shall guarantee all deliverables are free from any defect. All deliveries and installations shall be subject to inspection by the General Services Division (GSD).
- No down payment nor progress billing shall be allowed. Full payment shall be made after completion and acceptance of the contract by DOT.

• DOCUMENTARY REQUIREMENTS OF THE BIDDER

- Registration of Certificate from SEC or DTI (as the case maybe)
- Valid Mayors Business Permit
- PhilGEPS Registration number
- Omnibus Sworn Statement

III. PERIOD OF SUPPLY, DELIVERY, AND INSTALLATION

Fifteen (15) calendar days upon receipt of the Purchase Order (PO)

IV. APPROVED BUDGET OF THE CONTRACT

The Approved Budget for the Contract (ABC) is One Hundred Eighty-Seven Thousand Fifty Pesos (PhP187,050.00) inclusive of all applicable taxes.

Source of Funds: LAS 2022 Funds (Administrative and Other Related Expenses)

V. TERMS OF PAYMENT

Government Procedure

VI. CONTACT PERSON

Mr. Ralph Rodney S. Lozano
Administrative Assistant II, Legal Affairs Service
Department of Tourism
Tel. No. 459-5200 loc. 620

PREPARED BY:

CHERRY REGALA
Legal Assistant II, Legal Affairs Service

NOTED BY:

ATTY. HELEN GRACE J. SOMERA
Division Chief, Legal Affairs Service

Other Information

NOTE: The winning bid 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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Copy of duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 09/12/2022

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