

**DEPARTMENT OF TOURISM IVB- MIMAROPA**

**REQUEST FOR QUOTATION**

**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 equipment, furniture 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**

**IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS**

- Submission of complete documentary requirements on or before PhilGEPS posting closing date
- 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**

<b>Quantity</b>	<b>Unit</b>	<b>Item Description</b>
1	Unit	<b>Water Dispenser</b> Description: Free standing water dispenser Bottom loading Hot, normal and cold Compressor type cooling Hot water safety lock

1	Unit	<p align="center"><b>Coffee Maker</b>  Description: Smart and compact design  Capacity: 4 cups  Can be used with coffee beans and ground coffee  Illuminated ON/OFF switch  Reliable  Easy clean</p>
5	Unit	<p align="center"><b>Aircon</b>  Description: Split type aircon with super inverter that can conserve electricity</p>
15	Unit	<p align="center"><b>Work station- Office Table</b>  Description: Freestanding Table  Dimension: W1600xD600xH750 mm  Materials: MFC Board  Finish: Maple</p>
13	pcs.	<p align="center"><b>Visitors Chair</b>  Description: Visitors chair with armrest,  Materials: Mesh Backrest &amp; seatrest, Chrome Legs, Finish: Black</p>
1	Unit	<p align="center"><b>Conference Table</b>  Description: Main Table (8-12 Seaters)  W2400mm X D1200 X H750mm Materials MFC Board</p>
1	Unit	<p align="center"><b>Reception Counter</b>  Description: Custom Reception Counter  Dimension:2400 x 600 x 1050 mm  Finish: MDF Board / Teak and Black</p>

#### **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 **26<sup>th</sup> 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/ items.

**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**

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