



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9388690
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF OFFICE SUPPLIES, CONSUMABLES & I.T. SUPPLIES
Area of Delivery Metro Manila

Solicitation Number:	2022-12-0370 (2nd Posting)	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 Supplies and Devices	Date Published	05/01/2023
Approved Budget for the Contract:	PHP 161,016.93	Last Updated / Time	05/01/2023 00:00 AM
Delivery Period:	10 Day/s	Closing Date / Time	10/01/2023 17:00 PM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS
Internal Audit Service

- In line with the day-to-day operations of the Internal Audit Service (IAS), there is a need to purchase equipment that would ensure the smooth and efficient daily services.
- Requirement: IT Equipment, Office Supplies

LOT 1 - IT EQUIPMENTS (ABC = PhP68,744.41)

- a) Flash Drive Specifications:
- USB 3.2 Speed
 - Type: A Flash Drive
 - 395 MB/s Read
 - 100 MB/s Write
 - Capacity: 64 GB
 - Minimum 3-months warranty

- 12 Units

b) External Hard Drive Specifications:

- Capacity: 1TB Expansion Portable
- Interface: USB 3.0
- Type: Hard Disk Drive
- 5 Units HDD

c) External Hard Drive Specifications:

- Capacity: 1TB Expansion Portable
- Type: Solid State Drive
- Interface: USB 3.0
- With Type-C to USB
- 3.2 Connector and Speed up to 520 MB/s
- 2 Units SSD

d) 8-Port Gigabit Ethernet Unmanaged Switch-desktop Specifications:

- ETHERNET PORT CONFIGURATION: 8 Gigabit ports
- PLUG-AND-PLAY: Simple set up with no software to install or configuration needed
- VERSATILE MOUNTING OPTIONS: Supports desktop or wall mount placement
- SILENT OPERATION: The fanless design means zero added noise wherever its located, making it ideal for noise-sensitive environments
- ENERGY EFFICIENT: Designed to optimize power usage lowering its cost to operate. Most models are compliant with IEEE802.3az Energy Efficient Ethernet mode.
- BUILT TO LAST: Every NETGEAR Network switch is rigorously tested for reliability, quality, and performance.
- 3 Units

LOT 2 - IT EQUIPMENTS (ABC = PhP44,940.83)

a) CE2854HP 85A Black Original LaserJet Toner Cartridge (Black)

- 5 Cartridges

b) 950 XL HP OfficeJet Pro 8600 plus Original Ink Cartridges

- Black - 5 Cartridges
- Cyan - 2 Cartridges
- Magenta - 2 Cartridges
- Yellow - 2 Cartridges

LOT 3- OFFICE SUPPLIES (ABC = PhP20,254.21)

a) Heavy Duty Stapler standard - 6 Units

b) Heavy Duty Tape Dispenser - 3 Units

c) A4 Acetate (10 pcs per box) - 3 boxes

d) Ring Binder 1/2 inch, uncut - 50 pieces

e) Ring Binder 3/4 inch, uncut - 50 pieces

f) Ring Binder 1 inch, uncut - 50 pieces

g) Vellum Paper A4, 10 sheets/pack - 20 packs

LOT 4- OFFICE SUPPLIES (ABC = PhP27,077.48)

a) Heavy Duty Paper Shredder

- (Feed Width (mm): 220mm
- Shred size(mm): 3x15
- Shred Capacity (70 gsm A4 sheets):10
- Motor/Voltage/Power: 90 W/230 V
- 3 Units

b) Paper/Ream Cutter A4/A3 Heavy Duty Paper Cutting Machine - 1 Unit

c) Metal Office Hole Puncher (dimensions:98 x 109 x 121)

- Format: A4,A5,A6, Folio, US-Quart,8x8x8 cm
- Hole Distance: 8 cm
- Capacity of punching: 3mm/30 sheets (80 gsm paper)
- 2 Hole
- 5 units

Approved Budget for the Contract: PhP161,016.93 chargeable against the continuing appropriations for FY 2022 of

Internal Audit Service.

Terms of Payment: Government Procedure

NOTE:

Partial Bids are allowed. All goods are grouped in Lots. Bidders shall have the option of submitting of a proposal on any or all Lots, and evaluation and contract award will be undertaken on a per Lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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Other Information

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.

Required Valid Documents to be submitted:

1. Current Mayor's/Business Permit
2. PhilGEPS Number/Certificate of PhilGEPS Registration
3. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation together with the required valid documents via email not later than January 10, 2023 (5:00pm)

Created by FELICISIMO EVANGELISTA MAXIMO

Date Created 04/01/2023

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