



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9529920
Procuring Entity DEPARTMENT OF TOURISM
Title (2nd Posting) Procurement of Various Office Equipment)
Area of Delivery

Solicitation Number:	NP-SVP-2023-02-102 (2nd Posting)	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment	Date Published	03/03/2023
Approved Budget for the Contract:	PHP 103,735.00	Last Updated / Time	02/03/2023 10:57 AM
Delivery Period:		Closing Date / Time	07/03/2023 09:00 AM
Client Agency:			
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		

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Procurement of various Office Equipment/Machineries for the use of the Procurement Management Division (PMD)

II. SERVICE PROVIDER MINIMUM REQUIREMENTS:

- Supplier/Service Provider must be PhilGEPS registered;
- The supplier must be duly established in the Philippines and must have experience in producing and supplying the items, at least five (5) years to ensure reliability and product quality assurance;
- The supplier must deliver the products at The New DOT Building, 351 Sen. Gil Puyat Avenue Makati City; and
- The supplier must submit the pictures/brochures of products being offered together with the Notarized Omnibus Sworn Statement and the price quotation/proposal.

III. MINIMUM SPECIFICATION

Lot No. Item/Particulars Approved Budget for the Contract (ABC)

- 01 1 – unit Twin Cordless Phone
- Color: Black/Gray
 - Number of Handset: Two (2)
 - Others Features:
 - Base Unit Wall Mountable
 - With LCD Display
 - With at least 20-meters range
 - With Caller ID/Phonebook

- Charge Time: 8-hours and up to 200 hours standby time PhP3,650.00
- 02 1 – unit Heavy Duty Electric/Automatic Stapler
- A/C or Battery Powered Heavy Duty
- With reload reminder and release button
- At least 25 sheets capacity PhP2,390.00
- 03 1 – unit Paper Shredder
- Color: Black/Gray
- Cross-cut Shredder
- At least 15-sheets of 80gsm paper shred capacity
- At least 30-liters bin/waste capacity

PhP27,870.00

Lot No. Item/Particulars Approved Budget for the Contract (ABC)

- 04 1 – unit Automatic and Electronic Date and Time Stamping Machine
- Built-in battery for time, date & memory auto-reset after power failure;
- Printing options: Manual, automatic, semi- automatic & combination for program protection;
- Mark for irregular printing, automatic adjustment for month-end & leap-year;
- Programmable by each day of the week;
- 12 to 24-hour print format;
- left/right margin printing;
- wall or table mountable; and
- 1 to 8-digit numbering PhP15,970.00

05 4 – piece Stainless Trash bin with Cover

- Step Trash Can
- With soft close lid
- At least 50-liters capacity PhP27,830.00

06 4 – units Foldable Table

- Top-flipping mechanism
- At least L-120 x W-45 x H-70 cm
- Laminated Wood or Gray
- Steel Frame
- With lockable nylon caster wheels PhP26,025.00

TOTAL PhP103,735.00

Note: Bidders may Bid on any or all of the lots subject to the conditions provided on this Technical Specification.

DELIVERY PERIOD:

Delivery is at least seven (7) working days from the date of receipt of the signed/funded Purchase Order (PO).

IV. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUND:

The Approved Budget for the Contract (ABC) is One Hundred Three Thousand Seven Hundred Thirty-Five Pesos only (PhP103,735.00) including delivery charges, and applicable government taxes, chargeable against FY 2022 AS-MOOE Funds. Under the

V. TERMS OF PAYMENT: Government Terms

VI. PROJECT OFFICER/CONTACT PERSON

ANDREA J. OCA
Administrative Officer V
Procurement Management Division

Noted by:

GODOFREDO R. MALDONADO, JR.
Chief Administrative Officer
Procurement Management Division

Other Information

Partial bid is allowed. All goods are grouped in lots. Supplier/s shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis.

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. Duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 02/03/2023

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