



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9931361  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Office and I.T Supplies and equipment for the Official Use of the Internal Audit Service (IAS)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> SVP 2023-07-451	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b> PHP 153,662.97	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	12/07/2023
<b>Contact Person:</b> JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  jqperez@tourism.gov.ph	<b>Last Updated / Time</b>	11/07/2023 11:43 AM
	<b>Closing Date / Time</b>	17/07/2023 11:00 AM

#### Description

##### TERMS OF TECHNICAL SPECIFICATIONS PURCHASE EQUIPMENT

1. In line with the day-to-day operations of the Internal Audit Service (IAS), there is need to purchase equipment That would ensure the smooth and efficient daily services.

2. Requirements: Office Furniture

Office Task Chairs Specifications:

\* Color: Black with Arm Rest

Steel Cabinet Specifications:

\* 4 Layers Filling Cabinet

\* Dimensions: 90(w) x 45(d) x 103(h) cm

Steel Shelves Specifications:

\* 5 layers Metal rack

\* Dimensions: 72"h x 36"w x 18"d

Steel Drawer Mobile Cabinet Specifications:

\* 3 Layers Filling Cabinet

3. Budget: Php 153,662.97 chargeable against Internal Audit Service Funds FY 2023

4. Terms of Payments: Government Procedures

5. Contact Person:

- \* Marjorie Mae S. Mandate
- \* 459-5200 local 310/ 09673680831
- \* msmandate@tourism.gov.ph

**Other Information**

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement 5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [jqperez@tourism.gov.ph](mailto:jqperez@tourism.gov.ph) on or before 17 July 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** JOSE QUISORA PEREZ

**Date Created** 11/07/2023

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