



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9936537
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) Equipment Supplies
Area of Delivery Metro Manila

Solicitation Number:	SVP 2023-07-450	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 178,381.03	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	13/07/2023
Contact Person:	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	Last Updated / Time	12/07/2023 14:07 PM
		Closing Date / Time	18/07/2023 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 a need to purchase equipment that would ensure the smooth and efficient daily services.

2. Requirement: Office Equipments, Supplies and Consumables

LOT 1

External Hard Drive Specifications:

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

Desktop Computer Specifications:

- Storage: 1 TB HDD; 500 GB SSD Storage
- Processor: Intel Core i7 (13th generation or newer) or equivalent
- Operating System: Microsoft Windows 11 Professional x64
- Memory: 16 GB RAM

Laptop Specifications:

- Storage: GB of DDR4 RAM and a 256GB PCIe NVMe M. 2 SSD for storage
- Processor: Intel Core i5 (13th generation or newer) or equivalent
- Operating System: Microsoft Windows 11 Professional x64
- Memory: 128 GB RAM

Projector Specifications:

- 4:3 (XGA), 16:9 (FHD/4K), 16:10 (WXGA/WUXGA)

LOT 2

CE2854HP 85A Black Original LaserJet Toner Cartridge (Black) - 1 Unit

950 XL HP OfficeJet Pro 8600 plus Original LaserJet Toner Cartridge

- Black 1 Unit
- Cyan 1 Unit
- Magenta 1 Unit
- Yellow 1 Unit

Digital Voice Recorder Specifications:

- Rechargeable
- Memory: 8GB

Heavy Duty Paper Shredder Specifications:

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

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

Metal Office Hole Puncher Specifications:

- 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)
- Hole quantity: 2)
- 5 units

Sticky Note Pad Specifications:

- Dimension: 3x3in, 76x76mm

Sticky Index Tab (150 sheets)

3. Budget: Php 178,381.03 chargeable against Internal Audit Service Funds for FY 2023

4. Terms of payment: Government Procedure

5. Contact Person:

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

Prepared by: Approved by:

JUNE J. GARDUQUE REYNALDO M. ROSAS, MNSA
Chief/ Internal Auditor V Director IV, Internal Audit Service

Created by JOSE QUISORA PEREZ

Date Created 12/07/2023

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