



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9957763
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) Office Equipment Supplies (2nd Posting)
Area of Delivery Metro Manila

Solicitation Number:	SVP 2023-07-450	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 Supplies and Consumables	Date Published	20/07/2023
Approved Budget for the Contract:	PHP 178,381.03	Last Updated / Time	19/07/2023 08:46 AM
Delivery Period:		Closing Date / Time	24/07/2023 11:00 AM
Client Agency:			
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		

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: 16 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

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 on or before 24 July 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 19/07/2023

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