

DEPARTMENT OF TOURISM IVB- MIMAROPA

PROCUREMENT OF PROCUREMENT OF PRINTING INKS FOR THE USE OF
DOT REGIONAL OFFICE-MIMAROPA (FY 2023)

I. ITEM DESCRIPTION

- HP Ink 680 Tricolor
- HP Ink 680 Black
- Epson 003 Ink 65 ml, Black
- Epson 003 Ink 65 ml, Cyan
- Epson 003 Ink 65 ml, Magenta
- Epson 003 Ink 65 ml, Yellow
- Epson Ink T7741 Black
- HP 79A
- HP Office jet Pro Ink 965 XL, Black
- HP Office jet Pro Ink 965 XL, Cyan
- HP Office jet Pro Ink 965 XL, Magenta
- HP Office jet Pro Ink 965 XL, Yellow

II. PURPOSE/OBJECTIVES:

The objective of this activity is to provide the necessary and **quality** printing inks needed by the employees in the Regional Office.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have available complete supplies requested
- Must be willing to provide supplies on a send bill arrangement

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPS posting closing
- Current Mayor's / Business Permit
- PHILGEPS' Registration Number
- Registration Certificate from SEC or DTI
- Income/ Business Tax Return/ *BIR Certification (for Individual)*
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. ITEM SPECIFICATIONS

QUANTITY	UNIT	ITEM SPECIFIC DESCRIPTION
8	cart	HP Ink 680 Tricolor
8	cart	HP Ink 680 Black
8	bottles	Epson 003 Ink 65 ml, black
8	bottles	Epson 003 Ink 65 ml, cyan
8	bottles	Epson 003 Ink 65 ml, magenta
8	bottles	Epson 003 Ink 65 ml, Yellow
6	bottles	Epson Ink T7741 Black
3	cart	HP 79A
5	cart	HP Office jet Pro Ink 965 XL,Black
2	cart	HP Office jet Pro Ink 965 XL,cyan
2	cart	HP Office jet Pro Ink 965 XL, magenta
2	cart	HP Office jet Pro Ink 965 XL, Yellow

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is **Fifty-Six Thousand Eight Hundred Ninety Pesos (Php 56, 890.00)**, inclusive of all government taxes and charges.

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.

VII. DELIVERY PERIOD:

Winning bid must deliver the complete supplies requested on or before **31st day of August 2023**.

VIII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements shall be ground for disqualification of bid.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- The **WINNING BIDDER** must deliver **complete stated supplies** as spot check will be done by END USER on the above-mentioned date of delivery.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this item description as approved by the **DOT-MIMAROPA END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-MIMAROPA END USER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

X. PROJECT OFFICER/CONTACT PERSON

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