



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9961904
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF DOT REGIONAL OFFICE-MIMAROPA (FY 2023)
Area of Delivery Metro Manila

Solicitation Number:	2023-07-02	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	20/07/2023
Approved Budget for the Contract:	PHP 94,205.00	Last Updated / Time	19/07/2023 22:13 PM
Delivery Period:	30 Day/s	Closing Date / Time	26/07/2023 17:00 PM
Client Agency:			
Contact Person:	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com		

Description

I. ITEM DESCRIPTION

- Clear book, 20 transparent pocket, A4
- Eraser, plastic, rubber
- Sign Pen, Black
- Sign Pen, Blue
- Sign Pen, Red
- Glue All Purpose, 200 grams
- Optical Mouse
- Staple wire, Standard
- Tape, Masking (24mm)
- Tape, Masking (48mm)
- Tape, Packaging, brown (48mm)
- Tape, Transparent (24 mm)
- Tape, Transparent (48mm)
- Clip, back fold (19mm)
- Clip, back fold (25mm)

- Clip, back fold (32mm)
- Clip, back fold (51mm)
- Correction Tape
- Calculator, Compact, 12 digit
- Data File Folder, (Arch file) 3x9x15.5 (Horizontal) Red
- Data File Box, Green or Red
- Dating Stamping Machine
- External Hard Drive, 1TB
- Envelope, Documentary, A4(500/box)
- Envelope, Documentary, Legal (500pcs. /box)
- Eraser, Felt, whiteboard
- File Organizer, 12 pockets, expanding
- Folder, L Type, Legal (50pcs/pack)
- Folder, Pressboard (100pcs/box)
- Marker Fluorescent (3colors/set)
- Marker, Permanent, Black
- Marker, Permanent, Blue
- Marker, Permanent, Red
- Marker, Whiteboard, Black
- Marker, Whiteboard, Blue
- Parchment Paper (100sheets/box)
- Interfolded, Paper Towel (150pulls)
- Tissue Paper (12 rolls in a pack)
- Paper Clip (small)
- Paper Clip (big)
- Pencil (lead with eraser) 12pcs/box
- Pencil Sharpener
- Puncher, heavy duty
- Note Pad (Post It) 3x4
- Note Pad (Post It) 3x3
- Battery dry cell size AA (2pcs/pack)
- Battery dry cell size AAA (2pcs/pack)
- Scissors, stainless steel, black
- Stapler
- Stamp Pad
- Puncher
- Scissors, stainless steel, black
- Stapler
- Tape Dispenser, Table Top
- Note Pad, stick on, 3 x 4
- Note Pad, stick on, 3 x 3
- Notebook, Stenographer
- Paper, Parchment, 100 sheets per ream
- Record Book, 300 pages
- Record Book, 500 pages
- Tissue, Interfolded, paper towel
- Toilet Tissue, 2 ply, 12 rolls in a pack
- Magnetic White Board 36x24

II. PURPOSE/OBJECTIVES:

The objective of this activity is to provide the necessary and quality supplies 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
16 pcs	Clearbook	20 transparent pocket, A4
14 pcs	Eraser	plastic, rubber

30 pcs Sign Pen , Black
26 pcs Sign Pen , Blue
20 red Sign Pen, Red
10 jar Glue All Purpose, 200 grams
10 unit Optical Mouse
45 box Staple wire, Standard
24 roll Tape, Masking (24 mm)
31 roll Tape, Masking (48mm)
20 roll Tape, Packaging, brown (48mm)
20 roll Tape, Transparent (24 mm)
40 roll Tape, Transparent (48mm)
50 box Clip, back fold (19mm)
44 box Clip, back fold (25mm)
52 box Clip, back fold (32mm)
30 box Clip, back fold (51mm)
17 pcs Correction Tape
5 unit Calculator, Compact, 12 digit
25 pcs Data File Folder,(Arch file) 3x9x15.5 (Horizontal) Red
12 pcs Data File Box, (Green or Red)
2 pcs Dating Stamping Machine
2 pcs External Hard Drive, 1TB
2 box Envelope, Documentary, A4(500/box)
1 box Envelope, Documentary, Legal(500/box)
5 pcs Eraser, Felt, whiteboard
16 pcs File Organizer, 12 pockets, expanding
10 pack Folder, L Type, Legal (50pcs/pack)
6 box Folder, Pressboard (100pcs/box)
10 set Marker fluorescent (3colors/set)
50 pcs Marker, Permanent, Black
10 pcs Marker, Permanent, Blue
10 pcs Marker, Permanent, Red
10 pcs Marker, Whiteboard, Black
10 pcs Marker, Whiteboard, Blue
1 box Parchment Paper (100sheets/box)
20 pack Interfolded, Paper Towel(150pulls)
16 roll Tissue Paper(12 rolls in a pack)
20 box Paper Clip (small)
20 box Paper Clip (big)
10 box Pencil (lead with eraser) 12pcs/box
5 pcs Pencil Sharpener
5 pcs Puncher, heavy duty
20 pack Note Pad (Post It) 3x4
15 pack Note Pad (Post It) 3x3
17 pack Battery dry cell size AA (2pcs/pack)
20 pack Battery dry cell size AAA (2pcs/pack)
9 pcs Scissors, stainless steel, black
5 pcs Stapler
4 pad Stamp Pad
5 pcs Puncher
9 pair Scissors, stainless steel, black
5 pcs Stapler
1 pcs Tape Dispenser, Table Top
20 pad Note Pad, stick on, 3 x 4
19 pad Note Pad, stick on, 3 x 3
8 book Notebook, Stenographer
1 ream Paper, Parchment, 100 sheets per ream
4 book Record Book, 300 pages
3 book Record Book, 500 pages
40 pack Tissue, Interfolded, paper towel
32 pack Toilet Tissue, 2 ply, 12 rolls in a pack
2 unit Magnetic White Board 36x24

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is Ninety-Four Thousand Two Hundred Five Pesos (Php 94,205. 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

MS. ELIZABETH R. ANDAL/ MS. SHEILA PINEDA
dot4b.bacsecretariat@gmail.com/ beth0402@yahoo.com
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Date Created 19/07/2023

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