

## DEPARTMENT OF TOURISM IVB- MIMAROPA

### PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF DOT REGIONAL OFFICE-MIMAROPA (FY 2023)

#### 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 **31<sup>st</sup> 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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