



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9967511  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Office Supplies and Materials for the Official use of OUSEC-AF for the month of July-December 2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ NP - SVP 2023-07-472	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	22/07/2023
<b>Approved Budget for the Contract:</b>	PHP 73,803.18	<b>Last Updated / Time</b>	22/07/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26/07/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nlallanigue@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

##### I. PROJECT TITLE

Procurement of various Office Supplies for use of the Undersecretary Administration and Finance

##### II. PURPOSE/OBJECTIVE:

- Supplier/ Service Provider must be PhilGEPS registered:
- Must be delivered to the Office
- Must agree to Government Procurement and Send Bill Arrangement

##### III. MINIMUM REQUIREMENTS FOR SUPPLIERS:

Lot Item/Particulars Approved Budget for the Contract (ABC)

01 Sign Pen

96 Pieces

1.0 Board Tip

0.6mm writing width

V10 Grip Hi – Techpoint rollerball pen

Color : Black Php 7,071.36

02 Sign Pen

60 Pieces

1.0 Board Tip

0.6mm writing width

V10 Grip Hi – Techpoint rollerball pen

Color : Blue Php 4,419.60

03 Drawing Pen  
96 Pieces  
0.4 Line drawing pen  
Color: Black Php 7,423.68

04 Drawing Pen  
96 Pieces  
0.7 Line drawing pen  
Color: Black Php 7,263.36

03 Paper Cutter  
1 Pieces  
Base: Wood  
Size : 12 x 15 Php 1,431.00

05 Vellum Board Paper  
50 pack (10's per pack)  
220GSM  
Size: Long/ Legal  
Color: White Php 2,150.00

06 Vellum Board Paper  
50 pack (10's per pack)  
220GSM  
Size: A4  
Color: White Php 2,133.00

07 Bond Paper  
1 Ream  
70 GSM  
Size: A4  
Color : White Php 601.00

08 Ring Binder Machine  
1 Unit  
Binding ability: 450 sheet 80 GSM  
Number of holes: 21  
Siding of holes spacing: 2.5 – 6.5mm  
Color: white, gray, black Php 6,625.30

09 Plastic Ring (21 Holes)  
1 Box  
21 holes  
PVC comb binding  
150 sheets capacity Php 204.00

10 Binding Cover PVC  
1 pack (100 sheet)  
Size: A4  
200 Microns  
Color: Transparent/ Clear Php 371.66

11 Binding Cover PVC  
1 pack (100 sheet)  
200 Microns  
Size: Long  
Color: Transparent/ Clear Php 408.33

12 Binding Cover Paper  
1 Pack (100 Sheets)  
230 GSM  
Size A4  
Color : Any Color Php 528.00

13 Binding Cover Paper  
1 Pack (100 Sheets)  
230 GSM  
Size Long  
Color : Any Color Php 578.66

14 Twin CD Marker pen  
48 pieces  
1.0 MM  
0.4 MM  
Color : Black Php 2,575.68

15 Assorted Tape Flags  
30 packs  
Size 11mm

Color: Assorted Color Php 7,549.80  
 16 Assorted Tape Flags  
 30 Tabs  
 Tab Size 25mm  
 Color: Assorted Color Php 3,570.00  
 17 Sign Here Flags  
 60 Tabs  
 Sign Here Message  
 Dispenser: Yes  
 Tab Size: 25mm Php 10,800.00

18 Metal Wire Mesh Waste Bin  
 4 Pieces  
 Size: medium  
 Color: Black Php 1,272.00

19 Interfold Paper Towel  
 25 packs (Pack of 6)  
 100% Virgin Pulp  
 175 Pulls  
 1 Ply  
 Color : White Php 6,826.75  
 TOTAL Php 73,803.18

IV. DELIVERABLES:

• Delivery is at least seven (14) working days from the date of receipt of the signed/funded Purchase Order (PO).  
 V. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUND

• The approved Budget for the Contract (ABC) is Seventy-Three Thousand Eight Hundred Three Pesos and 18/100 Only (Php 73,803.18)

VI. Terms of Payment

• Government Terms

VII. PROJECT OFFICER/CONTACT PERSON

• Hiyasmin R. Yalong

Office of the Undersecretary – Administration and Finance

hryalong@tourism.gov.ph

84595200 local 615

APPROVED BY:

ATTY. SHEREEN GAIL C. YU-PAMINTUAN  
 OFFICE OF THE UNDERSECRETARY  
 ADMINISTRATION AND FINANCE

**Other Information**

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

DEAD LINE: JULY 26, 2023 10:00 AM

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 21/07/2023

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