



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9985009  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of the Commonly-Used Office Supplies for the 3rd Quarter  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-07-492	<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>	28/07/2023
<b>Approved Budget for the Contract:</b>	PHP 384,536.00	<b>Last Updated / Time</b>	28/07/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	31/07/2023 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

Purchase and Delivery of Consumables/Common-office Supplies.

##### II. SERVICE PROVIDER MINIMUM REQUIREMENTS:

- Supplier/Service Providers must be Philgeps registered.
- The supplier must be duly established in the Philippines and must have experience in producing and supplying the items, and at least three (3) years of service to ensure reliability and product quality assurance.
- The Supplier must be delivered the products at The New DOT Building, 351 Senator Gil Puyat Avenue Makati City.

##### III. MINIMUM SPECIFICATIONS:

Unit Item Description Quantity

ream PAPER,MULTICOPY, A4, 80 gsm Substance 24 1325  
roll Tape Masking, width: 24mm 133

##### IV. DELIVERY PERIOD:

Delivery is seven (7) calendar days upon receipt of the approved Purchase Order (PO).

##### V. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUNDS:

The Approved Budget for the Contract (ABC) is Three Hundred Eighty-three Thousand Five Hundred Thirty-six pesos (

Php 384,536.00) only including delivery charges, expenses, and applicable government taxes, chargeable against CY 2023 Support to Operations of Various offices – DOT Central Office.

VI. TERMS OF PAYMENT

Payment shall be made via send bill arrangements based on the actual items delivered not to exceed the total ABC for the project.

VII. PROJECT OFFICER/CONTACT PERSON:

JENNIFER M. TUMLOS  
Supply and Property Section  
General Services Division  
**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

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before 31 July 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 27/07/2023

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