



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10098996
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of office Equipment for the official use of the Legal Affairs Service
Area of Delivery

Solicitation Number: SVP 2023-09-573	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods	Bid Supplements	0
Category: Office Equipment Supplies and Consumables		
Approved Budget for the Contract: PHP 169,103.69	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	05/09/2023
Contact Person: JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph	Last Updated / Time	04/09/2023 16:48 PM
	Closing Date / Time	08/09/2023 01:11 AM

Description

TECHNICAL SPECIFICATION
(Office Equipment)

I. PROJECT

Procurement of office Equipment for the official use of the Legal Affairs Service.

II. OBJECTIVE

To create a productive working environment and sustain the daily operation of the Legal Affairs Service.

III. DELIVERABLES

Supply and delivery of the following:

Particulars Specification Quantity Amount per Piece
Under Desk Mobile Pedestal 3 Drawer with 1 Central Lock System
 Built with 5 swivel castor 3 pcs 3,944.67
Office Chair Ergonomic and dynamic high back/ lumbar support
 Synchro tilt lock
 Manmade leather material
 High-Density cushion
 Pneumatic height adjustment
 With flexible armrest 16 pcs 9,829.33
TOTAL PhP169,103.69

Please refer to the attached sample photo of the item

IV. PERIOD OF DELIVERY

Within thirty (30) calendar days upon receipt of the Purchase Order (PO)

V. TERMS OF PAYMENT

Government Procedure

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is ONE HUNDRED SIXTY-NINE THOUSAND ONE HUNDRED THREE AND SIXTY-NINE CENTAVOS (PhP169,103.69), inclusive of applicable taxes, delivery fees, and other charges.

Source of Funds: LAS 2023 Funds (Administrative and Other Related Expenses)

VII. CONTACT PERSON

Contact Person/s: Ralph Rodney S. Lozano
Office: Legal Affairs Service
Email addresses: rslozano@tourism.gov.ph
Mobile/Viber Nos.: Rodney – 0905 142 2613

Prepared by:

RALPH RODNEY S. LOZANO
Administrative Assistant II, LAS-LRRDD

Approved by:

ATTY. JENNIFER A. OLBA
OIC-Director, Legal Affairs Service

Other Information

In addition to the Proposal/Quotation, kindly submit the following 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: Kindly submit your quotations together with your eligibility requirements to jqperez@tourism.gov.ph on or before 08 September 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 04/09/2023

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