



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10372535
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Five(5) units Laptop for the Personnel of the Office of Branding and Marketing Communications 3rd Posting
Area of Delivery (Independent City)

Solicitation Number:	RFQ NP-SVP 2023-11-704	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	12
Category:	Information Technology	Date Published	30/11/2023
Approved Budget for the Contract:	PHP 217,473.35	Last Updated / Time	30/11/2023 00:00 AM
Delivery Period:		Closing Date / Time	06/12/2023 10:00 AM
Client Agency:			
Contact Person:	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

3rd Posting

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF LAPTOPS FOR BRANDING OFFICE

BACKGROUND AND JUSTIFICATION

Under the Republic Act No. 9593 also known as The Tourism Act of 2009, the Department of Tourism (DOT) is mandated and responsible for planning, programming, coordinating, implementing, and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities. In line with this mandate, DOT has recently unveiled its enhanced tourism campaign - "Love the Philippines" to support its goal to position the country as a tourism powerhouse in Asia.

As DOT continues to sustain its branding and marketing efforts for the new tourism campaign, it is imperative that the DOT employees responsible for these said efforts have wellfunctioning and updated Information and Communication Technology (ICT) equipment such as but not limited to laptops, servers, productivity software, etc. In this digital world, ICT equipment has become an integral tool to be able to accomplish tasks efficiently and effectively. Not to mention, most, if not all the work involved within branding and marketing, is done digitally.

OBJECTIVE

- To provide the Branding and Marketing Communications (BMCO) team with

functional and working ICT equipment

- To aid the BMCO team in providing efficient service to the different stakeholders of the Department, different offices, and to the public.

Scope of the Services

I. The IT Supplier must provide and comply in the following:

1. Delivery of the following ICT equipment:

- Laptops

o Five (5) units of laptop

2. Delivery service shall be free of charge; Delivery at the New DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City.

3. The IT supplier that is proven to claim, provide and submit false information during the procurement process shall be immediately disqualified from the bidding.

II. IT Supplier Requirement for Laptop

1. Must submit certification of authorized partner.

2. Must provide at least two (2) central toll-free hotline numbers and e-mail addresses of the brand being offered.

3. On-site support shall be provided by the manufacturer on the next business day after final remote diagnosis for delivered items within Metro Manila and 3 days outside Metro Manila.

4. Unit model must be current and not in "end of Life" as reflected in the current product line found in the manufacturer's official website and brochure. A manufacturer's certificate for this purpose is required.

5. Certification from the brand and product manufacturer that the brand and product parts being offered will be available and serviceable for at least five (5) years after delivery and acceptance.

III. Technical Specifications

- Laptop

This laptop specification is configured to order and intended for enterprise / business and not for consumer use.

TECHNICAL SPECIFICATION

o Windows 11 / windows 11 pro

o Equivalent to 10th Generation Intel Core i5

o 13" to 16" FHD Anti-Glare, integrated HD Camera & Microphone Nontouch WVA Display

o Must have Touch Fingerprint Reader in Power Button

o 8 or 16 GB RAM

o 256 GB or 512 SSD

o Must have at least a bottom door to access battery, HDD, memory, etc.

o Must Support OS Recovery Tool

o Less than 1.5kg

WARRANTY

o 2 years labor and parts – PH

o At least 1 year on battery and accessories

ACCESSORIES

o Laptop Charger

o Laptop backpack that can fit up to 16" laptop

o Wireless travel mouse

IV. SUMMARY

ITEM QTY TOTAL AMOUNT

LAPTOP 5 Php 217,473.35

Project Cost

Total budget Php 217,473.35 inclusive of VAT chargeable against Branding and Marketing

Communications Office funds FY 2023.

Mode of Payment: Government Procedure

Delivery: 20 days upon receipt of Notice to Proceed

Contact Person:

JOYCE LUDETTE V. LACANILAO

Administrative Officer II

Branding and Marketing Communications Office

pdotbranding@tourism.gov.ph

459-5230 loc. 302

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 Certification/ Registration Number.

3. 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 December 6, 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE
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