



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10457671  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** Service Provider for the dismantling/installation of the current workstation cubicles of DOT NCR; purchase and installation of accessories, and repair/recut of tables of the Division Chiefs  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCR-2024-01-001	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	General Contractor	<b>Date Published</b>	05/01/2024
<b>Approved Budget for the Contract:</b>	PHP 120,000.00	<b>Last Updated / Time</b>	04/01/2024 14:10 PM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	09/01/2024 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

**Description**

Background

With reference to the transfer of the Department of Tourism – National Capital Region’s office space from its present location at the Ground and Second Floor of the New DOT Building, Jupiter Street Barangay Bel Air, Makati City to its new office location located at 7840 Makati Avenue, Poblacion, Makati City, the DOT- NCR needs a Service Provider who will dismantle/install of the current workstation cubicles of DOT NCR; purchase and installation of accessories, and repair/recut of tables of the Division Chiefs

Minimum Requirements for Supplier

1. Must have at least three (3) years of experience in producing and supplying workstation cubicle to ensure reliability and product quality assurance;
2. Preferably, the supplier was/is one of the suppliers of DOT in its workstation cubicles;
3. With in-house technical personnel such as architect to ensure technical know-how for logistical requirements

Other requirements for Supplier

- A. Must have a valid registration/accreditation with the Philippine Government Electronic Procurement Systems (PhilGEPS), and must follow procurement procedures;
- B. Must have valid Mayor’s/Business Permit,
- C. Duly Notarized Omnibus Sworn Statement
- D. Must submit quotation in net amount, inclusive of E-VAT/VAT/government taxes and other applicable taxes and charges;
- E. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;

Item Description Unit Quantity Amount

1. Dismantling/Installation of the current workstation from old NCR Office to the new NCR Office
2. Purchase and installation of accessories
3. Repair/Recut of Tables of the Division Chiefs

**4. Incidentals ( additional accessories and labor cost)**

Php87,500.00

Php21,744.00

Php6330.00

Php4,426.00

Total Php120,000.00

Delivery Period: within 3rd week of January 2024. For 1 week, whole day.

**Payment Procedure**

Php 120,000.00 net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes.

**Approved Budget for the contract (ABC)**

Total budget: Php120,000.00 net, inclusive of all applicable taxes. EVAT/VAT/government taxes/service charge, and other applicable taxes.

**Contact Person****CONTACT PERSON:**

Mr. Lawrence Alcantara, BAC Secretariat

Email: ljalcantara@tourism.gov.ph

dotncr.bac@tourism.gov.ph

**Other Information**

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat

2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on January 9, 2024 @ 8:00 am

**Created by** Lawrence Jacosalem Alcantara**Date Created** 04/01/2024

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