



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10623538
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement and Installation of Workstation, Office Chair and Mobile Pedestal Cabinet
Area of Delivery

Solicitation Number: RFQ NP-SVP NO. 2024-03-0053	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	8
Category: Furniture	Date Published	06/03/2024
Approved Budget for the Contract: PHP 360,892.66	Last Updated / Time	06/03/2024 00:00 AM
Delivery Period:	Closing Date / Time	11/03/2024 10:00 AM
Client Agency:		
Contact Person: TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF REFERENCE

Workstation with office chair and mobile pedestal for the Office of the Secretary

I. PROJECT

Procurement of workstation for the official use of the Office of the Secretary:

II. MINIMUM REQUIREMENTS

1. Supplier must have at least three (3) years of experience in producing and supplying the items to ensure reliability and product quality assurance.
2. Supplier must be willing to transact on a send bill arrangement.
3. The ABC shall cover the delivery charges, VAT and other related expenses and applicable government taxes.

III. SPECIFICATIONS

LOT 1: WORKSTATION CUBICLE

Size in cm. 150 x 60 x 117 cm
Tabletop 28mm thickness
High Pressure laminate

Panel leg 25mm thk. laminated Finish
Color Light Gray Powder-coated
Materials Powder-coated Finish with Fabric and perforated metal
Partition 5cm thickness
120cm height
Fabric Using 250,000 double rubs; U.S. Fabric
Remarks Pattern to the current workstation of the DOT Office of the Secretary

LOT 2: OFFICE CHAIRS

Dimensions 650 mm x 650 mm x 950 mm (WDH)
Weight Capacity Up to 120 kg.
Color Black
Materials Moulded foam, Aluminum leg base, Chrome base
Remarks Midback chair with armrest

LOT 3: MOBILE PEDESTAL

Dimensions 65cm x 56cm x 40cm (HDW)
Color Light gray
Materials All metal construction, steel ball bearing
Remarks With pencil tray and file divider, recessed handle, central locking system, 2 small drawers, 1 big drawer

IV. PROJECT COST

Item Description Unit Quantity Unit Price Amount

Workstation cubicle Unit 4
49,172.40 196,689.60
Office Chairs Piece 10 15,462.75 154,627.50
Mobile Pedestal Piece 2

4,787.78 9,575.56
Total P360,892.66

V. PROOFING

Supplier/service provider must provide sample materials to be used prior installation within Thirty (30) days upon receipt of the approved Purchase Order for final approval of the end-user.

VI. DELIVERY PERIOD

Delivery and installation is thirty (30) working days upon receipt of the approved funded purchase order.

VII. TERMS OF PAYMENT

Payment shall be made via send bill arrangements based on the actual items delivered not to exceed the total estimated budget.

VIII. BUDGET ESTIMATE

The total budget estimate is Three Hundred Sixty Thousand Eight Hundred Ninety-Two Pesos and 66/100 Only (Php360,892.66), inclusive of all cost for delivery, VAT and other applicable taxes, chargeable against FY 2024 OSEC Funds.

IX. PROJECT OFFICER / CONTACT PERSON

ALVEN T. TALISIC
Executive Assistant V
Office of the Secretary (OSEC)
Contact number:4595200 Local 602
Email: attalistic@tourism.gov.ph

APPROVED BY:

ATTY. GLENN ALBERT M. OCAMPO
Head Executive Assistant
Office of the Secretary

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 04/03/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.