



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10692658  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE TOURISM REGULATION DIVISION OFFICE  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCR-2024-03-010	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment		
<b>Approved Budget for the Contract:</b>	PHP 128,250.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	1 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	23/03/2024
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 7840 Makati Avenue, Brgy. Poblacion Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph	<b>Last Updated / Time</b>	22/03/2024 19:45 PM
		<b>Closing Date / Time</b>	01/04/2024 08:00 AM

#### Description

##### I. BRIEF BACKGROUND:

In line with the Department's role in the implementation of laws, policies, plans, programs, rules, and regulations of the Department, particularly those relating to compliance therewith, and to the accreditation of tourism enterprises promulgated by the Department, the DOT-National Capital Region – Tourism Regulation Division, will be conducting this project to support the Division's accreditation operations. This project will serve as a support in the processing of the applications for DOT Accreditation thru provision of materials to help the evaluators and inspectors. Moreover, to strengthen the accreditation system for tourism enterprises.

##### □ OBJECTIVES:

In order to properly execute the functions of the division which is critical in the processing of accreditation and facilitation of projects and programs, for the purpose of the following:

- Daily operations of the division
- Attendance to meetings, seminars, and trainings
- Conduct of trainings, seminars, and campaigns
- Increase in productivity and efficiency of the personnel

##### II. SCOPE OF WORK / DELIVERABLES

###### A. LAPTOP

Number of Units: one (1)

Cost per unit: 50,000.00

Total: Php 50,000.00

- Processor 12th Gen Intel Core i5-1235U Processor 9E-cores up to 3.30 GHz P-cores up to 4.40 GHz
- Operating System Windows 11 Home 64 Single Language
- Memory 8 GB DDR4-3200MHz (Soldered)
- Hard Drive 512 GB SSD M.2 2242PCIe Gen 3 TLC
- Display Type 13" FHD (1920x1080), IPS, Anti-Glare, Non-touch. 45% NTSC, 300 nits, 60Hz, Narrow Bezel
- Graphics Integrated Intel UHD Graphics AD Adapter65Q USB-C
- AC Adapter Black (3 pin) – US
- Warranty 1 year onsite
- Camera HD with Dual Array Microphone
- Keyboard Iron Grey – English
- Wireless 2x2 AC & Bluetooth 5.1 or above
- Battery 3 Cell Li-Polymer 45Wh
- Microsoft Office (Word, Excel, and PowerPoint)
- Laptop Bag
- Wireless mouse
- With at least two USB ports

#### B. PRINTER & INK

Printer: Number of Units: two (2)

Cost per unit: 15,500.00

- Ink: Number of Bottles: 16
- Black (4 bottles), Cyan (4 bottles), Magenta (4 bottles), & Yellow (4 bottles)
- Cost per unit: 300.00

Total: Php 35,800.00

- FUNCTIONS: Print, Copy, Scan, Fax, ADF and Wireless up to Legal size paper
- PRINT SPEED BLACK: ISO: Up to 11 ppm<br />Draft: Up to 22 ppm
- PRINT SPEED BLACK (ISO, A4): Up to 11 ppm
- PRINT SPEED COLOR: Normal: Up to 5 ppm [5]
- FIRST PAGE OUT (READY): Black: As fast as 14 sec
- DUTY CYCLE (MONTHLY, A4): Up to 1000 pages
- RECOMMENDED MONTHLY PAGE VOLUME: 400 to 800
- PRINT TECHNOLOGY: HP Thermal Inkjet
- PRINTER DRIVERS INCLUDED: HP PCL 3 GUI
- PRINT QUALITY BLACK (BEST): Black: Up to 1200 x 1200 rendered dpi Color: Up to 4800 x 1200 optimized dpi color (when printing from a computer and 1200 input dpi)
- DISPLAY: 2.2-inch Touchscreen MGD (Mono graphics)
- PROCESSOR SPEED: 1.2 GHz
- WIRELESS CAPABILITY: Yes, built-in dual band Wi-Fi 802.11b/g/n, Wireless direct, BLE
- CONNECTIVITY, STANDARD: Hi-Speed USB 2.0, WiFi, Bluetooth LE
- SCANNER TYPE: Flatbed, ADF (optional)
- SCAN FILE FORMAT: JPEG, TIFF, PDF, BMP, PNG
- SCAN RESOLUTION, OPTICAL: Up to 1200 dpi
- SCAN SIZE, MAXIMUM: 216 x 297 mm
- AUTOMATIC DOCUMENT FEEDER CAPACITY: Standard, Up to 35 sheets
- DIGITAL SENDING STANDARD FEATURES: Everyday scan (scan to PDF); HP Smart Tasks
- FILE FORMAT SUPPORTED: BMP; PDF; JPG; PNG; TIF
- COPY RESOLUTION : Up to 600 dpi
- COPIES, MAXIMUM: Up to 99 copies
- FAXING: Yes, color
- FAX TRANSMISSION SPEED: 33.6 kbps Based on standard ITU-T test image #1 at standard resolution.

#### C. EXTERNAL HARD DRIVE

Number of Units: three (3)

Cost per unit: 2,600.00

Total: Php 7,800.00

- 2.5 1TB, SuperSpeed
- USB 3.2 Gen, 1 Port USB,
- 3.2 Gen 1 cable (Type A
- to Micro-B)
- USB Powered Black

#### D. PROJECTOR

Number of Units: one (1)

Cost per unit: 28,000.00

Total: Php 28,000.00

- 3,800 lumens of color and white brightness1
- Native XGA resolution and 4:3 performance
- Long lamp life up to 12,000 hours in ECO Mode
- Built-in Moderator function3 for easy sharing using iProjection
- Advanced network connectivity

#### E. WIRELESS PRESENTER/CLICKER

Number of Units: one (2)

Cost per unit: 2,200.00

Total: Php 4,400.00

- Highlight
- Built-in slideshow buttons
- 50-foot effective range with 2.4 GHz wireless technology
- Red laser pointer with LED indicator
- Plug-and-play
- Battery-power indicator

F. EXTENSION CORD

Number of Units: three (3)

Cost per unit: 750.00

Total: Php 2,250.00

- 5-Gang w/ Individual Switches
- 6FT. Cord
- 2,500W 10A 250V (12pks/ctn)
- With built-in IC for over-voltage protection

III. REQUIREMENTS FOR SUPPLIERS

a. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account.

IV. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Duly Notarized Omnibus Sworn Statement;

APPROVED BUDGET FOR THE CONTRACT (ABC)

Php 128,250.00

Pesos : One Hundred Twenty-Eight Thousand Two Hundred Fifty Pesos Only

\* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.

Government procedure and subject to appropriate government taxes

Contact Persons:

Alexandra Marie D. Jamora- adjamora@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  
7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on April 01, 2024 at 8:00a

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 22/03/2024

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.