



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10705757
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of workstation for the official use of the Office of the Secretary
Area of Delivery

Solicitation Number: RFQ NP-SVP-2024-03-0092	Status	Active
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: Furniture		
Approved Budget for the Contract: PHP 196,689.60	Document Request List	6
Delivery Period:		
Client Agency:	Date Published	28/03/2024
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	Last Updated / Time	28/03/2024 00:00 AM
	Closing Date / Time	02/04/2024 15:00 PM

Description

TERMS OF REFERENCE
REPOSTING OF WORKSTATION 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

WORKSTATION

A. CUBICLE- 1SET

Qty

Unit
Description

CUBICLE 1:

1 pc MT: 1.50x 1.20 H, fab-pfbo
2 pcs End Post: 1.20H
1 pc Desk: 0. 60x 1. 50, fsde- pL- gro
1 pc SR: 0. 45x0.70, ph 1pL- mpl- gro

Table (1set) 28mm thickness High Pressure laminate

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

B. CUBICLE- 3 SETS

Qty
Unit
Description

4 pcs MT: 0.60X1.20H fab- pfbo
1 Pc MT: 0.60X1.20H fab- mtbo
1 Pc MT: 1.50x1. 20H fab- pfbo
2 Pcs MT: 1.20X1.20H fab- pfbo
1 Pc MT: 1.00X1.20H fab- pfbo
1 Pc MT: 1.00X1.20H fab- mtbo
4 Pcs Corner post 1.20H
1 Pc T- Post 1. 20H
5 Pcs End Post 1.20H
1 Pc WS: 0.60x1.50,ph-gro
2 Pcs WS: 0.60x1.50,ph-gro
3 pcs Side return: 0.45x1.00, ph-1pL- gro

Table (3sets) 28mm thickness High Pressure laminate

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

C. PROJECT COST

Item Description Unit Quantity Unit Price Amount

Workstation cubicle Unit 4
49,172.40 196,689.60
Total 196,689.60

D. 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.

E. DELIVERY PERIOD

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

F. TERMS OF PAYMENT

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

G. BUDGET ESTIMATE

The total budget estimate is One Hundred Ninety-Six Thousand Six Hundred Eighty-Nine Pesos and 60/100 Only (Php196,689.60) inclusive of all cost for delivery, VAT and other applicable taxes, chargeable against FY 2024 OSEC Funds.

H. 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 27/03/2024

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