

Bid Notice Abstract


[Detail Tracking Report](#)

Request for Quotation (RFQ)

Reference Number 10967538

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Office Supplies and Office Equipments for the Official use of the LLU

Area of Delivery  [Printable Version](#)

Solicitation Number:	RFQ NP-SVP 2024-06-0222	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	2
Category:	Office Equipment Supplies and Consumables	Date Published	20/06/2024
Approved Budget for the Contract:	PHP 219,243.32	Last Updated / Time	20/06/2024 12:00 AM
Delivery Period:		Closing Date / Time	24/06/2024 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

TECHNICAL SPECIFICATIONS

Procurement of Office Supplies and Equipment

I. Project

Procurement of Office Supplies and Equipment.

II. Purpose / Objective

To be used during Budget Hearings on FY 2025 Budget Proposal in Both Houses of Congress.

111. Minimum Requirements

1. Willing to provide services on a send bill arrangement.

2. Must be PhilGeps registered.

3. The item must be delivered 5 to 10 working days after the approval of Purchase Order at 351 Department of Tourism Bldg., Sen Gil Puyat Ave., Makati City.

4. The item must be brand new.

5. The item (equipment) must have at least 6-months warranty.

IV. Scope of Deliverable

A. Lot 1 - Office Supplies

ITEMS UNIT

1. A4 Bond Paper 80 gsm 20 Reams

2. Metal Binder Rings (100 pcs/ set) various sizes Dimension: 10 pcs.- 2 inches

15 pcs.- 1.5 inches

75 cs.- 1 inch 100 pcs.

3. Spiral Coils for Binding Diameter: 24mm 10 pcs/Pack 10 packs

4. 4-HoIe Ring Binding Stationery File Hole Clip A4 size 100 pcs.

5. Plastic Ring Binder A4 size, 21 holes 10 pcs/ pack 10 packs

6. Clear PVC Binding Cover A4 100 sheets/ pack 2 packs.

7 A4 size Sticker Papers 80 gsm 10 sheet/ pack 10 packs

8. Binder/ Folder Organizer (Box Type)

Collapsible Storage Box with Lid
Dimension: 10Hx12Wx14.5L 30 pcs.

9. Ball pens

a. Blue 5 box

b. Black 5 box

10. Double Sided Tape

Dimension: 4x10x10 cm

Weight: 90 20 rolls

11. A4 Folder color red 400 cs.

12. Cardboard Paper (Vellum board)(10 pcs/ pack) 180 gsm 500 packs

13. Binder Dividers Insertable Multicolor Tabs Index Flag Maker (Weight: 80g) 400 pcs.

B. Lot 2- Laser Jet Printer, Laser Jet Printer's Ink, Label Printer and Binding Machine

ITEMS UNIT

1. Laser Jet Printer 1 unit

Specifications:

Compatible with Print, Scan, Co

Prints speed up to 31 ppm

Auto 2 sided (Duplex) printing 2.7

Wi-Fi Direct, LAN, USB connection

Full capacity toner included, Yield up to 6,500 pages black or colour

With 6 months standard warranty

2. Laser Jet Printer Ink Toner Black and Color Ink/ Toner 3 sets

3. Label Printer 1 unit

Specifications:

One-touch keys for easy label creation

Graphical LCD display

Print up to 12mm TZe laminated tapes width

With at least 6 months warranty

4. Spiral Coil Binding Machine 1 unit

Specifications:

40 holes 3:1 pitch

Compatible to short, A4, Ion and F size of bond paper

Heavy duty

Material Type • Steel

Punching Type : Manual

Color: Metallic Silver or Black

With at least 6 months warranty

V. Total Budget

Two Hundred Nineteen Thousand Two Hundred Forty-Three and 32/100 (Php219,243.32), inclusive of applicable taxes and other charges.

Chargeable against Legislative Liaison Unit's GAA Funds 2024.

VI. Project Officer

Contact Person: Leadel R. Meneses

Office: Legislative Liaison Unit

Contact Number: (+63 2) 8459-5200 (loc. 304) | +63 966 230 0227

Email address: llu@tourism.gov.ph

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 June 24, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 19/06/2024

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