



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10995010  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Office Equipment for the Official use of GSD (Paper shredder, Ream cutter and Manifesting Glass)

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-06-0228	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Equipment	<b>Date Published</b>	28/06/2024
<b>Approved Budget for the Contract:</b>	PHP 81,250.00	<b>Last Updated / Time</b>	28/06/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	03/07/2024 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

I. PROJECT TITLE

Purchase and Delivery of Other Supplies and Materials.

II SERVICE PROVIDER MINIMUM REQUIREMENTS:

Supplier/Service Providers must be Philgeps registered.

The supplier must be duly established in the Philippines and must have experience in producing and supplying the items, and at least three (3) years of service to ensure reliability and product quality assurance.

The Supplier must deliver the products at The New DOT Building, 351 Senator Gil Puyat Avenue Makati City.

III. MINIMUM SPECIFICATIONS:

Unit Item Description Quantity

Unit Heavy Duty Paper Shredder 3

Specification:

Dimension : 450 x 325 x 675mm

Throat Width : 310m

Sheet capacity: 12 (A4); 8 (A3)

Jam Prevention Features: 100% Jam Proof Sys.

Noise Features: Silent Shred

Speed (Feet per Minute) : 10  
Run Time : Up to 30 Min.  
Bin Capacity (gallons) : 9  
Cut Size (inches): 5/32" x 1-1/2"  
Cut Type : Cross-Cut  
Basket Type: Pull-out Bin  
Accept Clips, Staples, Credit cards and CDs w/ Caster

Piece Paper/ Ream Cutter Heavy Duty 3  
Specification: Size : A4/A3  
Heavy duty and easy to use.  
Can Cut one (1) whole Ream at the same time.

Piece Magnifying Glass 7  
Magnifications: 5 Times  
Size : 23 x 122mm  
Built-in magnifying eye for extra close inspection.  
Comfortable handle

IV. DELIVERY PERIOD:  
Delivery is seven (7) calendar days upon receipt of the approved Purchase Order (PO).

V. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUNDS:

The Approved Budget for the Contract (ABC) is Eighty-one Thousand Two Hundred Fifty pesos ( Php 81,250.00) only including delivery charges, expenses, and applicable government taxes, chargeable against CY 2024 Supplies and Materials of General Services Division.

VI. TERMS OF PAYMENT

Payment shall be made via send bill arrangements based on the actual items delivered not to exceed the total ABC for the project.

VII. PROJECT OFFICER/CONTACT PERSON

JENNIFER M. TUMLOS  
Supply and Property Section  
General Service Division

**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 July 3, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 27/06/2024

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