



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11159499
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Office Supplies and Equipment for the Budget Hearings
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-08-0277	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	Date Published	16/08/2024
Approved Budget for the Contract:	PHP 109,886.10	Last Updated / Time	16/08/2024 00:00 AM
Delivery Period:		Closing Date / Time	19/08/2024 14:00 PM
Client Agency:			
Contact Person:	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@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.

III. Minimum Requirements

1. Willing to provide services on a send bill arrangement.
2. Must be PhilGeps registered.
3. The item must be delivered within seven (7) 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 – 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, Copy
- Print speed up to 21 ppm (Mono/Colour)
- Automatic 2-sided (Duplex) on printing and scanning
- WiFi Direct, LAN, USB connection

With 6 months standard warranty

2. Laser Jet Printer Ink Toner (Black and Color Ink/Toner)

Laserjet Toner- Cyan 2 pc.

Laserjet Toner- Magenta 2 pc.

Laserjet Toner- Yellow 2 pc.

Laserjet Toner- Black 2 pc.

3. Label Printer 1 unit**Specifications:**

Print up to 5 lines

Print Resolution 180 dpi

16 Character x 2 line display

Print up to 18mm TZe laminated tapes width

With at least 6 months warranty

4. TZe Laminated tapes (various sizes)

TZE-211 (6mm) 3 pc.

TZE-221 (9mm) 3 pc.

TZE-231 (12mm) 3 pc.

5. Spiral Coil Binding Machine 1 unit**Specifications:**

40 holes 3:1 pitch

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

Heavy duty

Material Type: Steel

Punching Type: Manual

Color: Any color (White/Black/Metallic Silver)

With at least 6 months warranty

V. Total Budget**Lot 1 Total Budget:**

One Hundred Nine Thousand Eight Hundred Eighty-Six Pesos and 10/100 (PhP109,886.10)

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

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Prepared by:

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Legislative Liaison Unit

Approved by:

ATTY. JENNIFER A. OLBA

OIC-Director, Legal Affairs Service and Legislative Liaison Unit

Created by

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Date Created 15/08/2024

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