



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11502260  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Office Equipment for the Office of Special Concerns  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-11-0374	<b>Status</b>	Active
<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>	2
<b>Category:</b>	Information Technology	<b>Date Published</b>	20/11/2024
<b>Approved Budget for the Contract:</b>	PHP 64,821.67	<b>Last Updated / Time</b>	20/11/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	25/11/2024 13:00 PM
<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

##### TERMS OF REFERENCE

- TITLE : Procurement of Office Equipment for the Office of Special Concerns
- DATE: November 18, 2024
- LOCATION: Office of Special Concerns
- OBJECTIVES

To be used as essential office equipment for securing disposal of sensitive documents, additional data storage and backup, and documentation of activities.

APPROVED BUDGET FOR THE CONTRACT: P64, 821.67

- MINIMUM REQUIREMENTS:
  - Must be capable of providing the following services:
  - Logistical and delivery requirements
  - Must be willing to provide service on send-bill arrangement.

##### SPECIFICATIONS

##### Particulars Quantity

Paper shredder machine 1 Unit

- Patented SafeSense Technology – stops shredding when hands touch the paper entry
- 100% Jam Proof System – Eliminates paper jams and powers through tough jobs

- Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs
- Digital voice recorder 2 Units
- Record in MP3/LPCM with a high sensitivity S-Microphone
- Up to 4 GB of built-in storage, expandable via microSD (SDHC/SDXC) cards
- Auto Voice Recording reduces background noise
- Direct USB built in for easy connection to PC
- Built-in lithium battery with three-minute quick charge for one hour of recording

External hard drive 5 Units

- Capacity – 2 TB
- Compatible with most Windows, macOS and Chrome OS systems

Flash drive 5 Units

- Capacity – 256 GB
- Easy File Recovery

Recipients : OSC Director, Project Management and Coordination Division (PMCD), Program Coordination and Implementation Division (PCID)  
No. of pax : 10

• **TERMS AND CONDITIONS FOR THE DELIVERY :**

The delivery at the Department of Tourism, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines, is Five (5) working days upon receipt of the approved funded Purchase Order. Thank you.

• **BUDGET :**

The total Approved Budget is SIXTY-FOUR THOUSAND EIGHT HUNDRED TWENTY-ONE PESOS AND SIXTY-SEVEN CENTAVOS (P 64,821.67) ONLY, including all applicable taxes, and should cover all requirements enumerated above shall be charged against the Approved Work and Financial Plan of the OSC for Fiscal Year 2024.

The supplier shall be determined based on the proposal with most advantageous package cost, provided that the amount of quotation does not exceed the above total budget.

• **CONTACT DETAILS**

Contact Person: Hannah Mea C. Caldea  
Office: Office of the Director, Office of Special Concerns  
Contact Number: 09692278818  
Email: osc@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 November 25, 2024 at 1:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 19/11/2024

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