



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11511793
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Office Supplies (GSD Filing Storage Box)
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-11-0379	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	22/11/2024
Approved Budget for the Contract:	PHP 74,200.00	Last Updated / Time	22/11/2024 00:00 AM
Delivery Period:		Closing Date / Time	26/11/2024 15:00 PM
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

GENERAL SERVICES DIVISION
RECORDS AND COMMUNICATION SECTION
TECHNICAL SPECIFICATIONS
Project Title: PROCUREMENT OF FILING STORAGE BOX
1. PURPOSE/OBJECTIVE

- For official use of the Department's operating units in storing their records.

11. MINIMUM REQUIREMENT FOR SUPPLIERS

- With no history of cancellation from previous clients /DOT Offices / Projects
- Must be willing to provide services on send-bill arrangement

111. SCOPE OF WORK
Filing Storage Box
a. Specifications:
> Made of Corrugated Kraft Cardboard
Length: 15 inches, Width: 12 inches, Height: 10 inches
Collapsible with lid
Durable and Sturdy
b. Quantity: Seven Hundred (700) pieces
APPROVED BUDGET OF THE CONTRACT
SEVEN-FOUR THOUSAND TWO HUNDRED PESOS
(PHP 74,200.00 inclusive of all applicable taxes)
v. DELIVERY PERIOD

- Within fifteen (15) working days upon receipt of the approved and funded Purchase Order

PAYMENT PROCEDURE
Payment shall be processed by the accounting division after the complete delivery of items and upon receipt of the billing statement.

Full payment for the items shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

VII. PROJECT OFFICER/CONTACT PERSON

MARIEL C. MALALAD

Head, Records and Communication Section General Services Division

Email: mcmalalad@tourism.gov.ph Telephone No. 8459-5200 local 114

Delivery Address:

New DOT Building, 351 Sen. Gil Puyat Avenue Makati City, 1209

APPROVED BY:

ATTY. DICT T. TIGSON

Director

Administrative Service

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 26, 2024 at 3:00 pm. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 21/11/2024

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