



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11519993
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PROCUREMENT OF OFFICE SUPPLIES FOR THE OFFICIAL USE OF DEPARTMENT OF TOURISM-MIMAROPA (DOT-MIMAROPA) FY 2024
Area of Delivery Metro Manila

Solicitation Number:	2024-11-064	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	9
Classification:	Goods	Bid Supplements	0
Category:	General Merchandise		
Approved Budget for the Contract:	PHP 100,000.00	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	23/11/2024
Contact Person:	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com	Last Updated / Time	22/11/2024 14:14 PM
		Closing Date / Time	27/11/2024 12:00 PM

Description

BACKGROUND/ PURPOSE

The procurement of office supplies for the Department of Tourism-MIMAROPA for FY 2024 is essential to ensure the efficient and continuous execution of daily operations. Office supplies are essential resources that support the department in fulfilling its mandate of promoting and developing tourism in the MIMAROPA region.

These supplies will be utilized to enhance administrative processes, improve documentation and communication, and facilitate various activities and programs planned for the fiscal year. By securing adequate and quality materials, the department aims to maintain productivity, uphold operational standards, and ensure the timely delivery of services to its stakeholders.

This initiative reflects the department's commitment to operational excellence and the effective utilization of resources to support its strategic objectives and public service goals.

ITEM DESCRIPTION

- CLICKER (PPT Presenter)
- DISH WASHING (Liquid Soap)
- EPSON INK 003 (Black)
- EPSON INK 774 (Black)
- FOLDER L-Type (Size: Legal)
- GLUESTICK, (Paste)
- HAND WASH (Liquid Soap)
- HP TONER CARTRIDGE 19A

- INDEX CARD (5 X 8)
- LETTER ENVELOPE (With MIMAROPA Logo)- See attached Sample
- LIGHT GREEN COLORED PAPER (Size: A4)
- MARKER (ARROWHEAD Sticky Note)
- MARKER (SIGN HERE Sticky Note)
- MULTI COPY PAPER (With DOT MIMAROPA Logo) (Size: A4)- See attached Sample
- MULTI COPY PAPER (With DOT MIMAROPA Logo) (Size: Legal)- See attached Sample
- PHOTO PAPER (Matte – A4)
- PLASTIC ENVELOPE WITH HANDLE (Size: Long)
- STICK ON (1.5" x 1.5")
- STICK ON (2" X 3")
- STICKER PAPER (Size: A4)
- TAPE, DOUBLE SIDED (24mm)
- TAPE, PACKAGING (48mm)
- BATTERY AA
- BATTERY AAA
- BINDING COVER (Short: Dark Blue; 230 gsm)
- BOND PAPER (8.5" x 11")
- BOOK BINDING COVER SET (PVC; Short; 100 pcs. / pack)
- BROOM
- DUSTER
- DIGITAL LUGGAGE SCALE
- FIRE EXTINGUISHER (Dry Chemical)
- FLAG STAND (Indoor)- See attached Sample
- LADDER (Aluminum- 5 steps)
- LAMINATING FILM
- LAMINATING MACHINE
- MOP (Set)
- MOP Bucket (Heavy Duty)
- PAPER TOWEL (Interfolded)
- SOUND SYSTEM
- STICK ON (2" X 2")
- SUGGESTION BOX- See attached Sample
- VACUUM CLEANER
- WHITEBOARD MARKER (Blue)
- WHITEBOARD MARKER (Green)

PURPOSE/OBJECTIVES:

The objective of this activity is to provide the necessary and quality supplies needed by the employees in the Regional Office.

MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have available complete supplies requested
- Must be willing to provide supplies on a send bill arrangement

DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPS posting closing
- Current Mayor's / Business Permit
- PHILGEPs' Registration Number
- Registration Certificate from SEC or DTI
- Income/ Business Tax Return/ BIR Certification (for Individual)
- Original or certified true copy of duly notarized Omnibus Sworn Statement

ITEM SPECIFICATIONS

No. QUANTITY UNIT ITEM SPECIFIC DESCRIPTION

1. 1 unit CLICKER (PPT Presenter)
2. 10 gallon DISH WASHING LIQUID SOAP
 - 3.78 Liters per gallon
3. 10 bottle EPSON INK 003- Black
4. 5 bottle EPSON INK 774- Black
5. 10 pack FOLDER L-Type
 - Size: Legal
 - 12 pieces / pack
6. 20 piece GLUESTICK (Paste)
7. 5 gallon HAND WASH LIQUID SOAP
 - 3.78 Liters per gallon
8. 3 cartridge HP Toner Cartridge 19A
9. 2 Pack INDEX CARD
 - Size 5" x 8"
 - 50 pcs per pack
10. 200 Piece LETTER ENVELOPE
 - With DOT MIMAROPA Logo
 - Logo Color: Gold Foil Stamp
 - Paper Color: Pale Cream
 - Size: Long (9.50" x 4.125"); 90 gsm
 - Sample Format (attached)

11. 6 Pack LIGHT GREEN COLORED PAPER

- Size: A4
- 250 sheets per pack

12. 50 Pack MARKER

- ARROWHEAD
- Sticky Note/Tape

13. 50 Pack MARKER

- "SIGN HERE"
- Sticky Note/Tape

14. 5 Ream MULTI COPY PAPER

- With DOT MIMAROPA Logo
- With DOT MIMAROPA Office Address
- Logo Color: Gold Foil Stamped
- Logo Size: 1" x 1"
- Paper Size: A4 (8.3" x 11.7"); 85 gsm
- Sample Format (attached)

15. 4 Ream MULTI COPY PAPER

- With DOT MIMAROPA Logo
- With DOT MIMAROPA Office Address
- Logo Color: Gold Foil Stamped
- Paper Size: Legal; (8.5" x 13")
- Sample Format (attached)

16. 12 Roll TAPE

- PACKAGING
- Size: 48mm

No. QUANTITY UNIT ITEM SPECIFIC DESCRIPTION

17. 10 Roll TAPE

- DOUBLE SIDED
- Size: 24mm

18. 5 Pack PHOTO PAPER

- Matte
- Size: A4
- 10 sheets per pack

19. 10 Piece PLASTIC ENVELOPE

- With HANDLE
- Size: Long

20. 15 Pad STICK ON (Post It)

- Note Pad
- Size: 1.5" x 1.5"

21. 15 Pad STICK ON (Post It)

- Note Pad
- Size: 2" x 3"

22. 6 Pack STICKER PAPER

- Size: A4
- 10 sheets per pack

23. 15 Set BATTERY AA

2 pcs / set

24. 15 Set BATTERY AAA

3 pcs / set

25. 10 Pack BINDING COVER

- Size: 8.5"x11"
- Color: Dark Blue
- 230 gsm
- 10 sheets / pack

26. 5 Ream BOND PAPER

- Size: 8.5" x 11"
- 70 gsm

27. 1 Pack BOOK BINDING COVER SET

- PVC
- Size: Short
- 100 pcs per pack

28. 2 Piece BROOM

29. 2 Piece DUSTER

30. 1 Unit DIGITAL LUGGAGE SCALE

Up to 100 kg

31. 2 Unit FIRE EXTINGUISHER

- Dry Chemical
- 4.5 KG

32. 1 Piece FLAG STAND

- Philippine Flag Size: 3 ft. x 5 ft.
- Material: Wooden Stand
- See attached Sample

33. 1 Unit LADDER

- Material: Ultra-Light Aluminum Design
- 5 Steps (43*77*171 cm)
- Foldable
- Indoor
- Maximum Capacity: 90 KG

No. QUANTITY UNIT ITEM SPECIFIC DESCRIPTION

- 34. 3 Pack LAMINATING FILM
 - Size: A4
 - 100 pcs / pack
 - 250 Micron
 - Color: Transparent
 - Materials: Polyester
 - Texture: Glossy or Matte
- 35. 1 Unit LAMINATING MACHINE
 - Heavy Duty
 - Size: A3/A4 (450*175*92mm)
 - Hot and Cold Laminator
- 36. 1 Set MOP SET
 - Metal Mop Clamp
 - Wooden Handle
 - 2 pcs - String Mop (Cotton)
- 37. 1 Unit MOP SQUEEZER BUCKET
 - Size: 36L
 - Heavy Duty
 - Color: Yellow, Material: Plastic
 - Mop bucket and wringer
 - Splash guard system
 - Bucket has international symbol for Caution
- 38. 50 Pieces PAPER TOWEL
 - Interfold
 - 150 Sheets per pack
 - 1-Ply, Color: White
- 39. 1 Set SOUND SYSTEM
 - Portable
 - Bluetooth; USB/SD Port
 - Speaker
 - With 2 wireless microphones
 - With remote control
 - AUX / Line in / Line out
- 40. 20 Pad STICK ON
 - Size: 2" x 2"
 - Sticky Note
- 41. 1 Piece SUGGESTION BOX
 - Pure Acrylic with Pocket (in front)
 - With Lock
 - Color: Transparent Black
 - Size: 8"x7"x10" (LxWxH)
 - Thickness: 3mm
- 42. 1 Unit VACUUM CLEANER (HEAVY DUTY)
 - Wet & Dry application
 - 1200W max power
 - With Blower function
 - Capacity: 18L
 - Cable Length: 5-6m
 - Rotary wheels to facilitate moving and running
- 43. 2 Box WHITEBOARD MARKER
 - Color: Blue
 - 12 pcs / box
- 44. 1 Box WHITEBOARD MARKER
 - Color: Green
 - 12 pcs / box

ATTACHMENTS: See sample format/ layout

- a. Annex A: Letter Envelope with DOT Logo (pdf- item No. 10)
- b. Annex B: Letter Envelope with DOT Logo (photo- item No. 10)
- c. Annex C: Letter Head with DOT Logo Specifications (For Multi Copy Paper- A4, item No. 14 and Legal, item No. 15)
- d. Annex D: DOT logo (material)
- e. Annex E: DOT MIMAROPA Header (material)
- f. Annex F: MIMAROPA Logo (material)
- g. Annex G: Philippine Flag Wooden Stand
- h. Annex H: Suggestion Box

APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is ONE HUNDRED THOUSAND PESOS (Php 100,000. 00), inclusive of all government taxes and charges.

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

DELIVERY PERIOD:

Winning bid must deliver the complete supplies requested on or before 16th day of December 2024.

PAYMENT PROCEDURE:

- a. Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- b. Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- a. Non-submission of required documentary requirements shall be ground for disqualification of bid.
- b. The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- c. The WINNING BIDDER shall send a quotation based on the approved budget of the contract which consists of prices of each item and its brand name.
- d. The WINNING BIDDER must deliver complete stated supplies as spot check will be done by END USER on the above-mentioned date of delivery.
- e. The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this item description as approved by the DOT-MIMAROPA END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-MIMAROPA END USER.
- f. The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

PROJECT OFFICER/CONTACT PERSON

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