

# TECHNICAL SPECIFICATIONS

## PROCUREMENT OF OFFICE SUPPLIES FOR THE OFFICIAL USE OF DEPARTMENT OF TOURISM- MIMAROPA (DOT-MIMAROPA) FY 2024

### I. 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.

### II. 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 ENVELOP (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)

### III. PURPOSE/OBJECTIVES:

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

### IV. 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

### V. 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

**VI. ITEM SPECIFICATIONS**

<b>No.</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>ITEM SPECIFIC DESCRIPTION</b>
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 <ul style="list-style-type: none"> <li>- Size: A4</li> <li>- 100 pcs / pack</li> <li>- 250 Micron</li> <li>- Color: Transparent</li> <li>- Materials: Polyester</li> <li>- Texture: Glossy or Matte</li> </ul>
35.	1	Unit	LAMINATING MACHINE <ul style="list-style-type: none"> <li>- Heavy Duty</li> <li>- Size: A3/A4 (450*175*92mm)</li> <li>- Hot and Cold Laminator</li> </ul>
36.	1	Set	MOP SET <ul style="list-style-type: none"> <li>- Metal Mop Clamp</li> <li>- Wooden Handle</li> <li>- 2 pcs - String Mop (Cotton)</li> </ul>
37.	1	Unit	MOP SQUEEZER BUCKET <ul style="list-style-type: none"> <li>- Size: 36L</li> <li>- Heavy Duty</li> <li>- Color: Yellow, Material: Plastic</li> <li>- Mop bucket and wringer</li> <li>- Splash guard system</li> <li>- Bucket has international symbol for Caution</li> </ul>
38.	50	Pieces	PAPER TOWEL <ul style="list-style-type: none"> <li>- Interfold</li> <li>- 150 Sheets per pack</li> <li>- 1-Ply, Color: White</li> </ul>
39.	1	Set	SOUND SYSTEM <ul style="list-style-type: none"> <li>- Portable</li> <li>- Bluetooth; USB/SD Port</li> <li>- Speaker</li> <li>- With 2 wireless microphones</li> <li>- With remote control</li> <li>- AUX / Line in / Line out</li> </ul>
40.	20	Pad	STICK ON <ul style="list-style-type: none"> <li>- Size: 2" x 2"</li> <li>- Sticky Note</li> </ul>
41.	1	Piece	SUGGESTION BOX <ul style="list-style-type: none"> <li>- Pure Acrylic with Pocket (in front)</li> <li>- With Lock</li> <li>- Color: Transparent Black</li> <li>- Size: 8"x7"x10" (LxWxH)</li> <li>- Thickness: 3mm</li> </ul>
42.	1	Unit	VACUUM CLEANER (HEAVY DUTY) <ul style="list-style-type: none"> <li>- Wet &amp; Dry application</li> <li>- 1200W max power</li> <li>- With Blower function</li> <li>- Capacity: 18L</li> <li>- Cable Length: 5-6m</li> <li>- Rotary wheels to facilitate moving and running</li> </ul>
43.	2	Box	WHITEBOARD MARKER <ul style="list-style-type: none"> <li>- Color: Blue</li> <li>- 12 pcs / box</li> </ul>
44.	1	Box	WHITEBOARD MARKER <ul style="list-style-type: none"> <li>- Color: Green</li> <li>- 12 pcs / box</li> </ul>

**VII. 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

**VIII. 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.

**IX. DELIVERY PERIOD:**

Winning bid must deliver the complete supplies requested on or before **16<sup>th</sup> day of December 2024**.

**X. 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.

**XI. 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**.

## **XII. PROJECT OFFICER/CONTACT PERSON**

Name: **MS. SHEILA PINEDA**  
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