



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5726349
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT FOR THE PHYSICAL WAREHOUSING/STORAGE REQUIREMENTS FOR THE DEPARTMENT OF TOURISM
Area of Delivery Metro Manila

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|--|--|------------------------------|---------------------|
| Solicitation Number: | 2018-10-0315 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods - General Support Services | Document Request List | 0 |
| Category: | Services | Date Published | 18/10/2018 |
| Approved Budget for the Contract: | PHP 215,040.00 | Last Updated / Time | 18/10/2018 00:00 AM |
| Delivery Period: | 2 Month/s | Closing Date / Time | 22/10/2018 17:00 PM |
| Client Agency: | | | |
| Contact Person: | FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com | | |

Description

TERMS OF REFERENCE

PROCUREMENT FOR THE PHYSICAL WAREHOUSING/STORAGE REQUIREMENTS FOR THE DEPARTMENT OF TOURISM

Background

The Department of Tourism (DOT) is the primary government agency in charge of tourism in the country. As part of its main functions, daily transactions require documentation which subsequently require processing, administration & filing. In view of this, the DOT has accumulated voluminous files which is needed to be archived, referenced and kept. Archiving of documents require large storage space for filing, retrieval, handling and storage. Because of the limitation in office space in the present DOT building, it is necessary to acquire storage space services for storing and safe keeping of DOT documents.

Objective

To provide an offsite, safe and secure storage space that will house all the DOT documents for archiving, preferably ISO 9001:2015 certified.

Scope of Services

1. Provide an offsite document storage area that is safe, secure, fire proof and flood free.
2. All DOT documents should be covered by an insurance.
3. Ocular visit will be conducted and scheduled after the submission of proposal.
4. Storage areas must be free from molds and pests, such as, but not limited to mice, cockroaches, termites, etc.
5. Equipped with working 24/7 CCTV system for monitoring and security purposes.
6. Able to store up to 2,000 boxes.
 - With three specific box dimensions (in inches) to choose from: Box A- 14x12x12; Box B- 16x13x13; Box C- 24x15x10
7. Retrieval of documents will be from box level up to file level of retrieval.
8. Turn-around time of retrieval of documents will be at the maximum of 24hours.
9. Must have a system of logging in and out by every person who comes in and out of the warehouse for security purpose.
10. Must have access to fire extinguisher equipment and fire exit.
11. Handling, pick-up, delivery and other related expenses should be free of charge
12. Request for retrieval and release of documents and files shall be cleared from the designated personnel from DOT.

Duration

Project duration is from November - December, 2018

Project Cost

Two Hundred Fifteen Thousand and Forty Pesos (215,040.00)

Mode of Payment

Government Procedure. ***Payment will be based on the number of actual boxes used.

Other Information

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's and Business Permit
2. PhilGEPS Registration Number
3. Income and Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the solicitation number) addressed to Mr. Felicisimo E. Maximo at the Department of Tourism Building, # 351 Sen. Puyat, Makati City.

Created by FELICISIMO EVANGELISTA MAXIMO

Date Created 17/10/2018

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