



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5948266  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement for the Physical Warehouse/Storage Requirements of the Department of Tourism for January to March 2019

#### Area of Delivery

<b>Solicitation Number:</b> 2019-01-0004	<b>Status</b>	<b>Pending</b>
<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>	0
<b>Category:</b> Services	<b>Date Published</b>	10/01/2019
<b>Approved Budget for the Contract:</b> PHP 322,560.00	<b>Last Updated / Time</b>	09/01/2019 08:46 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	14/01/2019 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@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 ISO 9001:2015 certified & insured storage space that is located within Metro Manila that will house all the DOT documents for archiving.

##### Scope of Services

1. Provide an offsite document storage area that is safe from theft & secured from possible damages caused by fire, flood, pests and humidity;
2. All DOT documents should be covered by an insurance policy that is appropriate for a warehousing storage;
3. Must have access to fire extinguisher equipment and fire exit;
4. Must have proper ventilation to maintain the quality of documents stored;

5. Storage areas must be free from molds and pests, such as, but not limited to mice, cockroaches, termites, etc.;
6. Equipped with working 24/7 CCTV system for monitoring and security purposes.
7. 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;
8. Retrieval of documents will be from box level up to file level of retrieval;
9. Turn-around time of retrieval of documents will be at the maximum of 24 hours;
10. Must have a system of logging in and out by every person who comes in and out of the warehouse for security purpose;
11. Handling, pick-up & delivery of documents for storage and retrieval, as well as the purchase of additional boxes/cartons and other related expenses should be inclusive in the contract;
12. Request for retrieval and release of documents and files shall be cleared from the designated personnel from the DOT.

**Duration**

Project duration is from January- March, 2019

**Project Cost**

Three Hundred Twenty Two Thousand Five Hundred Sixty Pesos (322,560.00)

**Mode of Payment**

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

Note: The winning bid 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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before January 14, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 09/01/2019

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