



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8553430  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS FOR BENCH-STOCKING  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2022-03-0034	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	25/03/2022
<b>Approved Budget for the Contract:</b>	PHP 646,377.58	<b>Last Updated / Time</b>	24/03/2022 10:13 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	29/03/2022 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

##### LOT 1

- 1) INSECTICIDE, Aerosol type, at least 500ml. -- 52 cans
  - 2) LIQUID HAND SANITIZER, 500ml. -- 89 bottles
  - 3) ALCOHOL, Ethyl, 68%-72%, 1 Gallon -- 106 gallons
  - 4) DISINFECTANT SPRAY, Aerosol type, at least 500ml. -- 211 cans
  - 5) LIQUID HAND SOAP, 500mL -- 143 bottles
  - 6) TOILET TISSUE PAPER, 2-ply, 100% recycled -- 299 packs
  - 7) TOILET TISSUE PAPER, Interfolded Paper Towel -- 75 packs
  - 8) AIR FRESHENER, Aerosol type, at least 500ml. -- 56 cans
- Approved Budget for the Contract (ABC): PhP118,055.83

##### LOT 2

- 1) ACETATE -- 14 rolls
- 2) GLUE, all purpose -- 60 jars
- 3) STAPLE WIRE, heavy duty, binder type, 23/13 -- 60 boxes
- 4) STAPLE WIRE, standard -- 146 boxes

- 5) CLIP, back-fold, 19mm -- 162 boxes
  - 6) CLIP, back-fold, 32mm -- 187 boxes
  - 7) CLIP, back-fold, 50mm -- 156 boxes
  - 8) CORRECTION TAPE, 8m -- 355 pieces
  - 9) DATA FILE BOX -- 149 pieces
  - 10) DATA FOLDER/Archlever File Folder, Chipboard Material with Taglia Lock, Legal Size -- 336 pieces
  - 11) FILE ORGANIZER, expanding, plastic, legal -- 43 pieces
  - 12) PAPER CLIP, vinyl/plastic coated, 33mm -- 177 boxes
  - 13) PAPER CLIP, vinyl/plastic coated, 50mm -- 164 boxes
  - 14) RUBBER BAND, No. 18 -- 46 boxes
  - 15) STAMP PAD, felt -- 18 pieces
- Approved Budget for the Contract (ABC) : PhP88,729.75

LOT 3

- 1) CLEARBOOK, 20 Transparent pockets, A4 -- 145 pieces
  - 2) CLEARBOOK, 20 Transparent pockets, Legal -- 132 pieces
- Approved Budget for the Contract (ABC) : PhP9,571.47

LOT 4

- 1) NOTE PAD, stick on, 50mm x 76mm (2" x 3") min -- 211 pads
  - 2) NOTE PAD, stick on, 76mm x 100mm (3" x 4") min -- 155 pads
  - 3) NOTE PAD, stick on, 3" x 3" -- 139 pads
  - 4) NOTEBOOK, Stenographer -- 126 pieces
  - 5) PAPER, MULTICOPY, A4, 80 gsm -- 690 reams
  - 6) PAPER, MULTICOPY, Legal, 80gsm -- 457 reams
  - 7) PAPER, multi-purpose, legal, 70gsm -- 261 reams
  - 8) PAD PAPER, ruled -- 26 pads
  - 9) RECORD BOOK, 300 PAGES, size: 214mm x 278mm min -- 58 books
  - 10) RECORD BOOK, 500 PAGES, size: 214mm x 278mm min -- 96 books
  - 11) ENVELOPE, expanding, plastic -- 30 pieces
  - 12) ENVELOPE, mailing -- 16 boxes
  - 13) ENVELOPE, mailing, with window -- 3 boxes
  - 14) FOLDER, pressboard -- 12 boxes
  - 15) FOLDER, with tab, legal -- 44 packs
  - 16) TAPE, packaging, 48mm -- 195 rolls
- Approved Budget for the Contract (ABC): PhP287,585.00

LOT 5

- 1) WRAPPING PAPER, KRAFT, 55gsm., 50's -- 3 packs; = ABC: PhP 483.60

LOT 6

- 1) BATTERY, dry Cell, size AA -- 248 packs
  - 2) BATTERY, dry Cell, size AAA -- 233 packs
- Approved Budget for the Contract (ABC): PhP9,354.74

LOT 7

- 1) MARKER, fluorescent -- 87 sets
  - 2) MARKER, permanent, black, bullet type -- 171 pieces
  - 3) MARKER, permanent, blue, bullet type -- 115 pieces
  - 4) MARKER, permanent, red, bullet type -- 82 pieces
  - 5) PENCIL, lead, with eraser -- 103 boxes
  - 6) SIGN PEN, red - 208 pieces
- Approved Budget for the Contract (ABC) : PhP12,697.35

LOT 8

- 1) INK CART, HP CD887AA, (HP703), Black -- 20 carts.
- 2) INK CART, HP CD888AA, (HP703), Tri-color -- 20 carts.
- 3) INK CART, HP CN692AA, (HP704), Black -- 2 carts.
- 4) INK CART, HP CN692AA, (HP704), Tri-color -- 2 carts.
- 5) INK CART, HP CZ107AA, (HP678), Black -- 3 carts.
- 6) INK CART, HP CZ108AA, (HP678), Tricolor -- 3 carts.
- 7) INK CART, HP CZ121A (HP685A), Black -- 9 carts
- 8) INK CART, HP CZ122A (HP685A), Cyan -- 6 carts.
- 9) INK CART, HP CZ123A (HP685A), Magenta -- 6 carts.
- 10) INK CART, HP CZ124A (HP685A), Yellow -- 6 carts.

- 11) Ink Cartridge, HP F6V26AA (HP680) Tri-color -- 94 carts.
  - 12) Ink Cartridge, HP F6V27AA (HP680) Black -- 96 carts.
  - 13) INK CART, HP Office Jet Pro 9010 All-in-One, (HP965XL), Black -- 5 carts.
  - 14) INK CART, HP Office Jet Pro 9010 All-in-One, (HP965), Tricolor -- 5 carts.
- Approved Budget for the Contract (ABC) : PhP119,899.84

Total Approved Budget for the Contract (ABC): PhP646,377.58

**NOTE:**

Partial Bids are allowed. All goods are grouped in Lots. Bidders shall have the option of submitting of a proposal on any or all Lots, and evaluation and contract award will be undertaken on a per Lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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**Other Information**

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.

Required Valid Documents to be submitted:

- 1. Current Mayor's / Business Permit
- 2. Latest Income/Business Tax Return (for ABCs above Php500,000.00)
- 3. PhilGEPS Registration Number/Certificate of Registration
- 4. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation via email not later than March 29, 2022.

**Created by** FELICISIMO EVANGELISTA MAXIMO  
**Date Created** 23/03/2022

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