



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8289125
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF COMMON OFFICE SUPPLIES, DOT LETTERHEAD AND MEMO PADS
Area of Delivery Metro Manila

Solicitation Number:	2021-12-0207	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	11/12/2021
Approved Budget for the Contract:	PHP 72,552.70	Last Updated / Time	10/12/2021 12:32 PM
Delivery Period:	10 Day/s	Closing Date / Time	15/12/2021 17:00 PM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

LOT 1 - COMMON OFFICE SUPPLIES

1) 4 Pieces - Stapler

-Size: 133 mm x 40 mm x 60 mm(LWH); -Staples: No. 35 (26/6), No. 3 (24/6)
 -Throat Depth: 47 mm; -Load Capacity: 105 Staples
 -Stapling Capacity: 2 – 30 sheets of 70 g/m2 paper; -Color: Blue, Black, and Gray

2) 10 Boxes - Heavy Duty staple wire, 23/13, 1000 staples per box

3) 3 Pieces - 11-Digits Wheel Rubber Stamp with English Alphabet, Numbers and Symbol

-Each belt contains:

- Numbers: 0-9 (10 digits),
- letters: A-Z (26 letters) and
- symbols: + - . X / # *¥\$
- spaces

-Rolling Wheel Stamp Multi-Function

4) 20 Packs - Specialty Board Paper

-Vellum board; -Size: A4, 21cm. x 29.7cm.; -220gsm; -10 sheets per pack

5) 15 Pieces - Table Top or Wall Hanging Certificate Frames; -Size: A4 21cm by 29.7cm.
-Frame material: PVC or Plastic frame – wood-like finish/design; -clear glass front

6) 14 Pairs - All purpose Scissors; Size: 9"
-Stainless steel, lightweight and durable; Any color

7) 40 Packs - AA Batteries
-Alkaline Chemical System: Zinc-Manganese Dioxide (Zn/MnO2); -No added mercury or cadmium
-With Leakage Protection; -With Long Lasting Shelf Life; -4 pieces per pack

8) 40 Packs - AAA Batteries
-Alkaline Chemical System: Zinc-Manganese Dioxide (Zn/MnO2); -No added mercury or cadmium
-With Leakage Protection; -With Long Lasting Shelf Life; -4 pieces per pack

A B C : PhP 28,830.45

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LOT 2 - DOT LETTERHEAD and MEMO PAD

1) 50 Reams - DOT Letterhead
- A4 size with DOT Logo (center), - Size: 8 ¼" x 11 ¾"
- Color: Two (2) colors; - Stock: Book paper 80-110gsm
- Process: Offset printing; - 500 sheets per ream

2) 50 Pads - DOT Memo Pad
- A5 size with DOT logo (center); - Size: 5.83" x 8.27"
- Color: Two (2) colors; - Stock: Book 50
- Process: Offset printing; - Binding: Padded; - 100 pages per pad

A B C : PhP43,722.25

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TOTAL ABC: PhP72,552.70

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N O T E :

Partial bids are allowed. All goods are grouped in lots. Bidders shall have the option of submitting 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. PhilGEPS Registration Number
- 3. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation via email not later than December 15, 2021

Created by FELICISIMO EVANGELISTA MAXIMO

Date Created 10/12/2021

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