



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7171972
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Office Tables, Office Chairs and Mobile Pedestal Cabinet
Area of Delivery Metro Manila

Solicitation Number:	2020-08-0076	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:	Furniture	Date Published	13/08/2020
Approved Budget for the Contract:	PHP 56,400.00	Last Updated / Time	12/08/2020 13:02 PM
Delivery Period:	10 Day/s	Closing Date / Time	17/08/2020 10:00 AM
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

OFFICE OF TOURISM STANDARDS AND REGULATION STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

I. Project Title: PROCUREMENT OF OFFICE WORKSTATION AND EQUIPMENT

II. Purpose/Objective

- To be used by the newly-hired SDD personnel.
- To provide comfort and ergonomic furniture/equipment that will be suitable in the work environment.

III. Minimum Requirement for Suppliers:

- Must be able to provide the office workstation and equipment in good quality.
- Has the capability to facilitate delivery of the equipment and assemble the workstation at the office.
- Has the capability to deliver items on time.
- Must be willing to provide services on send-bill arrangement.
- Must be able to provide a warranty for the office equipment.

IV. Scope of Work/Deliverables

A. Specifications:

1. Office Desk

- Quantity: Two (2)
- Size: 120cm (W) x 44cm (D) x 70cm (H)
- Top: Beechwood
- Frame: Steel
- Frame Color: Black
- Others: With hole for the cords in the upper-middle

2. Office Chair

- Quantity: Two (2)
- Description: Clerical Chair with armrest
- Materials: Fabric Seat & Back
- Frame: Nylon
- Color: Black
- Armrest: PVC
- Base: Chrome base
- Accessories: Gaslift, Caster Wheel

3. Mobile Pedestal

- Quantity: Two (2)
 - Size: 40cm (W) x 56cm (D) x 65cm (H)
 - Top: Plastic Molded Top
 - Frame: Steel
 - Color: Black
 - Lock: Central Locking system
 - Handles: Recessed handle
 - Others: Two (2) Small Drawers, One (1) Big Drawer
- Nylon slide for all drawers Pencil tray and file divider

V. Approved Budget for the Contract

FIFTY-SIX THOUSAND FOUR HUNDRED PESOS ONLY
(₱ 56,400.00)

*inclusive of all applicable taxes and delivery charges

VI. Payment Procedure

Payments shall be based on Government Payment Procedure. Full payment shall be processed after completed delivery to DOT Offices and upon SDD receipt of the Statement of Account / Billing Statement.

VII. Compliance to Specifications/Provisions

- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR.

VIII. Project Officer/Contact Person

MR. JC JAN O. CUETO / MS. ANGELICA PAULA S. LAPEÑA
Standards Development Division
Office of Tourism Standards and Regulation
Email: otrs.standards@gmail.com Telephone No.: (632) 459 5200-30 loc 224
Mobile No.: 09054734304

NOTE:

Partial bid is not allowed. Bidders shall submit a quotation/proposal on all items listed in the Terms of Reference.

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Other Information

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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)

2. PhilGEPS Registration Number or Platinum Membership
3. Duly Notarized Omnibus Sworn Statement (TO BE SUBMITTED PRIOR TO AWARD)

Kindly submit your quotation for the above requirement via email to: jsfrancisco@tourism.gov.ph or taromanes@tourism.gov.ph or msdante@tourism.gov.ph

Created by FELICISIMO EVANGELISTA MAXIMO

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