



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6139228
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF A SERVICE PROVIDER FOR THE RENTAL OF COMPUTER UNITS/SOFTWARE/PRINTER/CABLES/EQUIPMENT
Area of Delivery Metro Manila

Solicitation Number:	2019-04-0058	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Information Technology		
Approved Budget for the Contract:	PHP 642,000.00	Document Request List	0
Delivery Period:	12 Month/s		
Client Agency:		Date Published	06/04/2019
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	Last Updated / Time	05/04/2019 17:38 PM
		Closing Date / Time	10/04/2019 17:00 PM

Description

TERMS OF REFERENCE

TOURISM DATA ENCODING

(Rental of computer units including software, printer, necessary cables/equipments)

Location of the Project:

Ninoy Aquino International Airport Terminal I, Pasay City

Scope of Services:

The Company who will be contracted by the DOT for the project shall perform the following:

1. Provide twenty (20) work stations, one (1) server for the encoding of the A/D cards and one (1) unit of 3-in-1 color printer;
2. Provide the necessary cable and equipment to connect the work stations to the service;
3. Provide upgrading of selected computer hardware components only if deemed necessary and subject to evaluation;
4. Provide maintenance service-cleaning, repair, adjusting and testing of all machines/equipment to ensure that it is

in good working condition;

5. Provide free of charge on call remedial maintenance service-repair, adjustment or replacement of defective part of the machine/equipment and refilling the ink of the printer;

6. Provide free of charge service item or unit in case the machine/equipment temporarily removed and need an off-site repair to ensure continuous operation of the machine/equipment;

7. Provide repair damages or defects resulting from direct actions of its employees and representatives during the conduct of maintenance services;

8. Provide re-installation of all default and existing systems/programs/software in the machine/equipment in case of corruption of files and/ or programs, including troubleshooting and fixing of discovered bugs and/ or errors.

Features and Specifications:

Work Station:

A) 20 Brand New Units - Computer set (workstation)

- 2 core or higher Core i3 7th GEN or below or equivalent processor
- Matching system board with inbuilt audio, video and LAN supporting 32-bit OS drivers
- 4GB DDR4 RAM
- 1TB SATA HDD
- 19.5" or bigger LED/LCD monitor
- ATX casing with 700W standard PSU
- USB (corded) keyboard and USB (corded) optical mouse
- Windows 7 professional (32bit OS)
- THIS COMPUTER MUST FULLY SUPPORT MICROSOFT BASED 32-BIT OPERATING SYSTEMS
- 600VA UPS with AVR feature

Server:

B) 1 Brand New Unit - Computer set (server)

- 4-core Core i5 7th GEN or below or equivalent processor
- Matching system board with inbuilt audio, video and LAN supporting 32-bit OS drivers
- 8GB DDR4 RAM
- 2TB SATA HDD
- 19.5" or bigger LED/LCD monitor
- ATX casing with 700W standard PSU
- USB (corded) keyboard and USB (corded) optical mouse
- Windows 7 professional (32bit OS)
- THIS COMPUTER MUST FULLY SUPPORT MICROSOFT-BASED 32-BIT OPERATING SYSTEMS
- 600VA UPS with AVR feature

C) 1 Unit – 3-in-1 color (print/copy/scan) inkjet multi-function printer with continuous ink system

- Scanning and copy media size support: A4 and anything smaller
- Can copy both monochrome or color documents images/documents
- Can act as standalone copier even if computer is turned off

Lan Networking:

- UTP CAT5e cable 305 meters
- 24 port Ethernet switch
- Matching RJ-45 connectors

Duration of the Project:

The project duration is one (1) year and could be renewed subject to the COA rules and regulations and approval of the DOT Secretary.

Project Cost:

Six Hundred Forty Two Thousand Pesos (PhP 642,000.00) inclusive of VAT

Mode of Payment:

Government Procedure

Contact Person:

1. Emmanuel A. Alfaro (SEAIMD-OTDPRIM)

Tel. No. 459-5200 to 30 Local 512

E-mail Address: eaalfaro@tourism.gov.ph

2. Rey Jean R. Almazan / Keith Irvin L. Purqued (SEAIMD-OTDPRIM)

Tel. No. 459-5200 to 30 Local 512

E-mail Address: reyjeanalmazan02@gmail.com/ kilpurqued@gmail.com

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. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
- 4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

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

Created by FELICISIMO EVANGELISTA MAXIMO
Date Created 05/04/2019

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Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *[Name of Bidder]* did not give or pay directly or indirectly, and commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

***[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant***

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, _____. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.