

**Bid Notice Abstract**

Request for Quotation (RFQ)

Reference Number 7583021

Procuring Entity DEPARTMENT OF TOURISM

Title PROCUREMENT FOR THE PHYSICAL WAREHOUSING/ STORAGE REQUIREMENTS FOR THE DEPARTMENT OF TOURISM (DOT)

Area of Delivery

Solicitation Number:	2021 - 03 - 0011	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
		Bid Supplements	0
		Document Request List	0
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Date Published	30/03/2021
		Last Updated / Time	30/03/2021 00:00 AM
Classification:	Goods	Closing Date / Time	05/04/2021 12:00 PM
Category:	Services		
Approved Budget for the Contract:	PHP 326,082.00		
Delivery Period:	8 Month/s		
Client Agency:			
Contact Person:	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 (DOT)

I. Project Name  
 Procurement of a Service Provider for the Temporary Storage of the Arrival/Departure (A/D) Cards

II. Objectives  
 To acquire services of a third-party service provider for Temporary storage and transportation of the Arrival/Departure (A/D) Cards from the Arrival/Departure Cards Processing Center (ADCPC) of the Department of Tourism at the Ninoy Aquino International Airport (NAIA) Terminal 1, Pasay City

III. Location  
 The storage space must be located within the cities of Parañaque, Pasay, Makati or Manila.

IV. General Requirements

- The SERVICE PROVIDER must be an ISO 9001:2015 certified.
- The SERVICE PROVIDER should specialize providing storage solutions and transportation.
- The SERVICE PROVIDER should have operated for at least 5 years in storage management.
- The SERVICE PROVIDER must be willing to provide a list of past clientele, details of work done, and contact details of their clientele for verification purposes.
- The SERVICE PROVIDER shall secure adequate insurance for the warehouse, including all the boxes and their content stored therein including during transit, against fire, theft, and acts of God for the duration of the contract.
- The SERVICE PROVIDER must be fully outfitted with equipment to protect the records of DOT and A/D Cards from disasters, and in such a case, has recovery mechanisms to ensure that no further unnecessary damage shall be suffered by stored documents.
- The SERVICE PROVIDER shall have a warehouse with steel racks, handling equipment, and environmental and thermal control system for proper storage of documents.
- The SERVICE PROVIDER must comply with 24/7 roving security guard/s and stationary security guards, 24/7 CCTV cameras and Fire Protection System which includes sufficient number of fire extinguishers, automatic fire alarm system or smoke detector/s
- The SERVICE PROVIDER shall at all times keep all the documents, records and files placed under

its care secure and confidential. For this purpose, no storage boxes shall be opened, inspected or tampered with in any form by the SERVICE PROVIDER without the written consent of DOT.

- The SERVICE PROVIDER shall have a barcode system for tracking and inventory of documents and generating electronic reports. It shall provide barcode stickers for every box stored therein.
- The SERVICE PROVIDER shall provide standard and customizable boxes for document storage.
- The transfer/pick-up of boxes from Existing Provider must be shouldered by the Winning Bidder free of charge.

#### V. Scope of Services / Service Requirements

1. Provide temporary storage requirements for the Arrival/Departure cards such as:

- Provide an off-site hard copy document archiving/storage that is safe, secured, equipped with a 24-hour camera recording system for the A/D cards;
- Provide tracking database software which generates real-time transaction and inventory reports;
- Provision of 320 pieces Type A storage boxes for the A/D cards;
- Barcoding
- Provision of materials for sealing and packaging of the cards;
- Provide/assign a vehicle to regularly or as the need arises for the retrieval of arrival/departure cards from the Arrival/Departure Cards Processing Center (ADCPC) to the off-site storage and back to the ADCPC for encoding;
- Provision of slot for ADCPC staff, to and from ADCPC who will supervise the transfer of cards;
- Provide a systematized service for delivery of encoded A/D cards from ADCPC to the Bureau of Immigration (BI).

2. Treat the data contained in the Arrival/Departure (A/D) cards as confidential; disclosure of data/information by the company could be ground for termination of contract without prejudice to the filing of criminal charges against the company by the DOT and/or the BI.

3. Submit monthly summary reports, accomplishment reports for billings to DOT

#### VI. Billing / Mode of Payment

The SERVICE PROVIDER shall charge DOT on a Monthly basis to include the following transactions:

- Storage Charges
- Handling Charges (retrieval, delivery, pick-up and barcoding)
- Packaging Materials or Purchase of Carton/Box
- Permanent Retrieval

Billing invoice must have accompanied with Work Order Request Form and Transaction Receipts

#### VII. Duration

Project duration is from May to December 2021.

#### VIII. Project Cost

The project shall have a total budget of Three Hundred Twenty-Six Thousand Eighty-Two Pesos (PhP 326,082.00)

#### IX. Project Officers / Contact Persons

Emmanuel A. Alfaro

Supervising Tourism Operations Officer

alfaro\_manny@yahoo.com

Rey Jean R. Almazan

Tourism Operations Officer II

rjalmazan@tourism.gov.ph

Office of Tourism Development Planning, Research and Information Management (OTDPRIM)

(02) 459-5200 loc. 506 / 512

Month	Total	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount																						
140	3,898	40	627	40	3,360	40	6,720	40	2,912	17,517	240	3,898	40	627	40	3,360	40	6,720	40	2,912													
17,517	340	3,898	40	627	40	3,360	40	6,720	40	2,912	17,517	440	3,898	40	627	40	3,360	40	6,720	40	2,912												
2,912	17,517	540	3,898	40	627	40	3,360	40	6,720	40	2,912	17,517	640	3,898	40	627	40	3,360	40	6,720	40	2,912											
6,720	40	2,912	17,517	740	3,898	40	627	40	3,360	40	6,720	40	2,912	17,517	840	3,898	40	627	40	3,360	40	6,720	40	2,912									
3,360	40	6,720	40	2,912	17,517	TOTAL	320	31,181	320	5,018	320	26,880	320	53,760	320	23,296	140,134	Month	Total	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount				
125	9,100	32,060	2125	1,960	125	21,000	125	9,100	32,060	3125	1,960	125	21,000	125	9,100	32,060	6100	1,568	100	16,800	100	7,280	25,648	TOTAL	725	11,368	725	121,800	725	52,780	185,948	Amount	140,134
97.44	185,948	84.00	326,082	15.68	168.00	72.80	NEWEXISTING	GRAND	TOTAL	Particulars	Storage	Permanent Retrieval	Permanent Retrieval	FOR NEW PURCHASE	Box	Purchase	Box	Pick-up for Storage	Pick-up and Delivery to ADCPC/BI	Storage	Pick-up and Delivery to ADCPC/BI	EXISTING	Box	Purchase and Barcoding	Box	Pick-up for Storage	Storage	Pick-up and Delivery	ADCPC/BI	Permanent Retrieval			

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 05 April 2021 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 29/03/2021

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