



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9427030
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Various Office Equipment/Machineries for the use of the Procurement Management Division (PMD)

Area of Delivery

Solicitation Number:	2023-01-023	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment		
Approved Budget for the Contract:	PHP 143,501.00	Document Request List	3
Delivery Period:			
Client Agency:		Date Published	26/01/2023
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	26/01/2023 00:00 AM
		Closing Date / Time	30/01/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Procurement of various Office Equipment/Machineries for the use of the Procurement Management Division (PMD)

II. SERVICE PROVIDER MINIMUM REQUIREMENTS:

- Supplier/Service Provider must be PhilGEPS registered;
- The supplier must be duly established in the Philippines and must have experience in producing and supplying the items, at least five (5) years to ensure reliability and product quality assurance;
- The supplier must deliver the products at The New DOT Building, 351 Sen. Gil Puyat Avenue Makati City; and
- The supplier must submit the pictures/brochures of products being offered together with the Notarized Omnibus Sworn Statement and the price quotation/proposal.

III. MINIMUM SPECIFICATION

Lot No. Item/Particulars Approved Budget for the Contract (ABC)

01 1 – unit Twin Cordless Phone

- Color: Black/Gray
- Number of Handset: Two (2)
- Others Features:
- Base Unit Wall Mountable
- With LCD Display

- With at least 20-meters range
- With Caller ID/Phonebook
- Charge Time: 8-hours and up to 200 hours standby time PhP3,650.00

02 1 – unit Heavy Duty Electric/Automatic Stapler

- A/C or Battery Powered Heavy Duty
- With reload reminder and release button
- At least 25 sheets capacity PhP2,390.00

03 1 – unit Paper Shredder

- Color: Black/Gray
- Cross-cut Shredder
- At least 15-sheets of 80gsm paper shred capacity
- At least 30-liters bin/waste capacity

PhP27,870.00

Lot No. Item/Particulars Approved Budget for the Contract (ABC)

04 3 – units Tower Fan

- Color: Black/Gray
- 360-degrees Oscillation
- At least 3-speed settings
- 220V PhP21,400.00

05 1 – unit Automatic and Electronic Date and Time Stamping Machine

- Built-in battery for time, date & memory auto-reset after power failure;
- Printing options: Manual, automatic, semi- automatic & combination for program protection;
- Mark for irregular printing, automatic adjustment for month-end & leap-year;
- Programmable by each day of the week;
- 12 to 24-hour print format;
- left/right margin printing;
- wall or table mountable; and
- 1 to 8-digit numbering PhP15,970.00

06 4 – piece Stainless Trash bin with Cover

- Step Trash Can
- With soft close lid
- At least 50-liters capacity PhP27,830.00

07 4 – units Foldable Table

- Top-flipping mechanism
- At least L-120 x W-45 x H-70 cm
- Laminated Wood or Gray
- Steel Frame
- With lockable nylon caster wheels PhP26,025.00

08 1 – unit Refrigerator

- At least 5.0 cu ft.
- Inverter Technology
- No Frost
- Energy Efficient Compressor PhP12,906.00

09 1 – unit Microwave Oven

- Digital operation
- With at least 11-power levels
- At least 20L capacity PhP5,460.00

TOTAL PhP143,501.00

Note: Bidders may Bid on any or all of the lots subject to the conditions provided on this Technical Specification.

IV. DELIVERY PERIOD:

Delivery is at least seven (7) working days from the date of receipt of the signed/funded Purchase Order (PO).

V. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUND:

The Approved Budget for the Contract (ABC) is One Hundred Forty-Three Thousand Five Hundred One Pesos only (PhP143,501.00) including delivery charges, and applicable government taxes, chargeable against FY 2022 AS-MOOE Funds. Under the

VI. TERMS OF PAYMENT

Government Terms

VII. PROJECT OFFICER/CONTACT PERSON

ANDREA J. OCA
Administrative Officer V
Procurement Management Division

Noted by:

GODOFREDO R. MALDONADO, JR.
Chief Administrative Officer
Procurement Management Division

Other Information

Partial bid is allowed. All goods are grouped in lots. Supplier/s 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.

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 cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 25/01/2023

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