

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: January 4, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																																		
		SERVICE PROVIDER FOR THE DISMANTLING/INSTALLATION OF THE CURRENT WORKSTATION CUBICLES OF DOT NCR Purchase And Installation Of Accessories, And Repair/ Recut Of Tables Of The Division Chiefs																																			
1 (One)	Lot	PROJECT NAME : TRANSFER OF DOT – NCR OFFICE																																			
		I. BRIEF BACKGROUND: With reference to the transfer of the Department of Tourism – National Capital Region’s office space from its present location at the Ground and Second Floor of the New DOT Building, Jupiter Street Barangay Bel Air, Makati City to its new office location located at 7840 Makati Avenue, Poblacion, Makati City, the DOT- NCR needs a Service Provider who will dismantle/install of the current workstation cubicles of DOT NCR; purchase and installation of accessories, and repair/recut of tables of the Division Chiefs																																			
		II. SCOPE OF WORK / DELIVERABLES																																			
		Date of Engagement Implementation Date : January 12-18, 2024, whole day Delivery Period : within 3rd week of Jan 2024. For 1 week, whole day Area : For the dismantling : Ground Floor and Second Floor, DOT Building, 351 Senator Gil Puyat Avenue Makati City For the installation/repair/placement of accessories : 7840 Makati Avenue, Poblacion, Makati City Number and size specifications of the workstation cubicles <table><tr><th>No. of partition</th><th>Size</th></tr><tr><td>A. High Partition</td><td></td></tr><tr><td>2 piece</td><td>0.30 x 1.80 ht.</td></tr><tr><td>1 piece</td><td>1.50 x 1.80 ht.</td></tr><tr><td>3 pieces</td><td>0.90 x 1.80 ht.</td></tr><tr><td>5 pieces</td><td>0.75 x 1.80 ht.</td></tr><tr><td>2 pieces</td><td>1.20 x 1.80 ht.</td></tr><tr><td>1 piece</td><td>1.00 x 1.80 ht.</td></tr><tr><td>B. Low Partition</td><td></td></tr><tr><td>43 pieces</td><td>0.60 x 1.20 ht.</td></tr><tr><td>24 pieces</td><td>1.20 x 1.20 ht.</td></tr><tr><td>C. Tables</td><td></td></tr><tr><td>42 pieces</td><td>Table top: 0.60 x 1.20</td></tr><tr><td>1 piece</td><td>Desk: 0.60 x 1.20 free-standing</td></tr><tr><td>1 piece</td><td>Side return: 0.45 x 0.90 with modesty panel & 1 panel leg</td></tr><tr><td>3 pieces</td><td>Desk: 0.90 x 2.10 free-standing</td></tr><tr><td>3 pieces</td><td>Side return: 0.60 x 1.20 with modesty panel & 1 panel leg</td></tr></table>	No. of partition	Size	A. High Partition		2 piece	0.30 x 1.80 ht.	1 piece	1.50 x 1.80 ht.	3 pieces	0.90 x 1.80 ht.	5 pieces	0.75 x 1.80 ht.	2 pieces	1.20 x 1.80 ht.	1 piece	1.00 x 1.80 ht.	B. Low Partition		43 pieces	0.60 x 1.20 ht.	24 pieces	1.20 x 1.20 ht.	C. Tables		42 pieces	Table top: 0.60 x 1.20	1 piece	Desk: 0.60 x 1.20 free-standing	1 piece	Side return: 0.45 x 0.90 with modesty panel & 1 panel leg	3 pieces	Desk: 0.90 x 2.10 free-standing	3 pieces	Side return: 0.60 x 1.20 with modesty panel & 1 panel leg	
No. of partition	Size																																				
A. High Partition																																					
2 piece	0.30 x 1.80 ht.																																				
1 piece	1.50 x 1.80 ht.																																				
3 pieces	0.90 x 1.80 ht.																																				
5 pieces	0.75 x 1.80 ht.																																				
2 pieces	1.20 x 1.80 ht.																																				
1 piece	1.00 x 1.80 ht.																																				
B. Low Partition																																					
43 pieces	0.60 x 1.20 ht.																																				
24 pieces	1.20 x 1.20 ht.																																				
C. Tables																																					
42 pieces	Table top: 0.60 x 1.20																																				
1 piece	Desk: 0.60 x 1.20 free-standing																																				
1 piece	Side return: 0.45 x 0.90 with modesty panel & 1 panel leg																																				
3 pieces	Desk: 0.90 x 2.10 free-standing																																				
3 pieces	Side return: 0.60 x 1.20 with modesty panel & 1 panel leg																																				
		A. PROJECT COST																																			
		<table><tr><th>Item Description</th><th>Unit</th><th>Quantity</th><th>Amount</th></tr><tr><td>1. Dismantling/Installation of the current workstation from old NCR Office to the new NCR Office</td><td>Lot</td><td>One (1)</td><td>Php 87,500.00</td></tr><tr><td>2. Purchase and installation of accessories</td><td></td><td></td><td>Php 21,744.00</td></tr><tr><td>3. Repair/Recut of Tables of the Division Chiefs</td><td>Lot</td><td>One (1)</td><td>Php 6330.00</td></tr><tr><td>4. Incidentals (additional accessories and labor cost)</td><td></td><td></td><td>Php 4,426.00</td></tr><tr><td>Total</td><td></td><td></td><td>Php 120,000.00</td></tr></table>	Item Description	Unit	Quantity	Amount	1. Dismantling/Installation of the current workstation from old NCR Office to the new NCR Office	Lot	One (1)	Php 87,500.00	2. Purchase and installation of accessories			Php 21,744.00	3. Repair/Recut of Tables of the Division Chiefs	Lot	One (1)	Php 6330.00	4. Incidentals (additional accessories and labor cost)			Php 4,426.00	Total			Php 120,000.00											
Item Description	Unit	Quantity	Amount																																		
1. Dismantling/Installation of the current workstation from old NCR Office to the new NCR Office	Lot	One (1)	Php 87,500.00																																		
2. Purchase and installation of accessories			Php 21,744.00																																		
3. Repair/Recut of Tables of the Division Chiefs	Lot	One (1)	Php 6330.00																																		
4. Incidentals (additional accessories and labor cost)			Php 4,426.00																																		
Total			Php 120,000.00																																		

		B. MINIMUM REQUIREMENTS FOR SUPPLIER	
		1. Must have at least three (3) years of experience in producing and supplying workstation cubicle to ensure reliability and product quality assurance; 2. Preferably, the supplier was/is one of the suppliers of DOT in its workstation cubicles; 3. With in-house technical personnel such as architect to ensure technical know-how for logistical requirements 4. Must submit quotation in net amount, inclusive of E-VAT/VAT/government taxes and other applicable taxes and charges; 5. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;	
		DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:	
		<ul style="list-style-type: none">Valid Mayor’s Business PermitPHILGEPS Membership and must follow procurement procedures;DOT Accreditation CertificateOriginal Duly Notarized Omnibus Sworn Statement	
		Approved Budget for the Contract (ABC): Php 120,000.00 Pesos : One Hundred Twenty Thousand Only <small><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</i></small>	
		Contact Persons: Mr. Lawrence Alcantara - ljalcantara@tourism.gov.ph	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on January 09, 2024 at 8:00am	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN:

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME