



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10780118  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of multi-purpose paper for the official use of the Legal Affairs Service.  
**Area of Delivery**

<b>Solicitation Number:</b>	SVP 2024-04-0133	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	23/04/2024
<b>Approved Budget for the Contract:</b>	PHP 97,230.30	<b>Last Updated / Time</b>	23/04/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26/04/2024 11:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph		

#### Description

TECHNICAL SPECIFICATION  
(Office Supplies)

#### I. PROJECT

Procurement of multi-purpose paper for the official use of the Legal Affairs Service.

#### II. OBJECTIVE

To create a productive working environment and sustain the daily operation of the Legal Affairs Service.

#### III. DELIVERABLES

Supply and delivery of the following:

Particulars Specification Quantity Amount per piece

1. Battery, dry cell AAA

-voltage: 1.5 volts

-type: Alkaline

-no mercury and cadmium added/ Mercury and Cadmium Free

-positive polar ends must be marked

-shelf life: five (5) years (min.) from date of acceptance

-with cautionary advice

-brand and shelf life shall be engraved/ embossed/ printed on the item

-at least market known brand 35 190.3/ pack

2. Battery, dry cell AA -voltage: 1.5 volts

-type: Alkaline

-no mercury and cadmium added/ Mercury and Cadmium Free

- positive polar ends must be marked
- shelf life: five (5) years (min.) from date of acceptance
- with cautionary advice
- brand and shelf life shall be engraved/ embossed/ printed on the item
- at least market known brand 35 241/ pack
- 3. Clear book, A4 size -refillable
- material: plastic
- cover: opaque plastic
- dimension (min): 310mm x 235 mm
- pocket: transparent plastic
- number of pockets: Twenty (20) 10 142.7/ box
- 4. Clear book, Legal size -refillable
- material: plastic
- cover: opaque plastic
- dimension (min): 345mm x 235 mm
- pocket: transparent plastic
- number of pockets: Twenty (20) 10 137.3/ box
- 5. Envelope, Documentary A4 -material: kraft
- for a4 size documents
- size: 229mm x 324mm
- thickness (min.): 0.22mm 100 7/ piece
- 6. Envelope, Expanding Kraft - smooth surface
- size: 380mm x 250
- expansion size: 50mm
- thickness: 0.38mm
- with string and eyelet
- Size: Legal 400 14.15/ piece
- 7. Envelope, Mailing -color: white
- quality: bond paper
- basis weight: 70gsm
- front seal adhesive: remoisten able gum front seals reactivate with moisture
- size: 241mm x 105mm 4 376.7/ box
- 8. Folder with Tab Legal -Material: tagboard/ carrier/ fold cote/ cup stock board
- for A4 size documents
- leaf dimension: 240mm x 320mm
- tab: 13mm
- the folder shall be smooth-finished and non-blot on both sides using a permanent marker 100 8.7/ piece
- 9. Folder, pressboard -Material: paper board
- size: 369mm x 242mm
- thickness: 0.4mm
- color: cream, green, maroon
- accordion-pleat gusset: book cloth/paper cloth (color green/red/blue; expansion:39mm 400 28.3/ piece
- 10. Marker, permanent (black) -tip: felt
- writing/line width (min.): 1.5mm
- brand shall be engraved/ embossed/ printed/ permanently stickered on the item
- market known brand 20 38/ piece
- 11. Marker, permanent (blue) -tip: felt
- writing/line width (min.): 1.5mm
- brand shall be engraved/ embossed/ printed/ permanently stickered on the item
- market known brand 20 38/ piece
- 12. Marker, permanent (red) -tip: felt
- writing/line width (min.): 1.5mm
- brand shall be engraved/ embossed/ printed/ permanently stickered on the item
- market known brand 20 38/ piece
- 13. Marker, whiteboard (black) -tip: felt, bullet type
- brand shall be engraved/ embossed/ printed/ permanently stickered on the item
- at least market known brand 20 42.3/ piece
- 14. Marker, whiteboard (blue) -tip: felt, bullet type
- brand shall be engraved/ embossed/ printed/ permanently stickered on the item
- at least market known brand 20 42.3/ piece
- 15. Marker, whiteboard (red) -tip: felt, bullet type
- brand shall be engraved/ embossed/ printed/ permanently stickered on the item
- at least market known brand 20 42.3/ piece
- 16. Note Pad, stick on, 50mm x 76mm (2"x3") -one hundred (100) sheets per pad
- adhesive orientation must be on the shorter side
- assorted colors: yellow, pink, green, orange
- basis weight (min.): 70gsm
- sheet thickness (min.): 0.09mm 120 49/ pad
- 17. Note Pad, stick on, 76mm x 100mm (3"x4") -one hundred (100) sheets per pad
- adhesive orientation must be on the shorter side
- assorted colors: yellow, pink, green, orange
- basis weight (min.): 70gsm
- sheet thickness (min.): 0.09mm 120 68.7/ pad
- 18. Record Book, 500 pages - With "Official Record Book" printed on the outer cover
- Smythe swen
- Cover:
  - Material: Laminated chipboard
  - Thickness: 1.5mm
  - Size: 214mm x 278mm
- Leaves/pages shall be white bond, non-blot

- Basis Weight: 55gsm
  - Thickness: 0.07mm
  - Size: 205mm x 265mm
  - Pre-numbered by machine
  - Margin:
    - Top: 25mm
    - Bottom: 8mm
    - Left/Right Margin: Manufacturer's Standard
  - Number of Spaces: 37 8 164/ book
  - 19. Rubber Band, No.18 -350 grams
  - Thickness: 1.00mm
  - Lay flat length: 70mm
  - Tensile Strength: 9.81MPa
  - Elongation: 250% 6 240.3/ box
  - 20. Steno Notebook -spiral
  - basis weight (-5%): 55gsm, bond
  - thickness (min): 0.075mm
  - size (min): 150mm x 225mm
  - top margin (min): 25mm
  - bottom margin: 5mm
  - number of spaces (min): 22
  - sixty (60) leaves, ruled both sides
  - horizontal ruling (blue or black) shall have equal spacing
  - vertical ruling shall be single line (not blue or black) at the middle pages 25 28.9/ piece
  - 21. Tape, masking 24mm -Usable Length: 50 meters
  - Adhesion Strength: 8.5N/24mm width 36 185.7/ roll
  - 22. Tape, masking 48mm -Usable Length: 50 meters
  - Adhesion Strength: 8.5N/24mm width 30 233.64/ roll
  - 23. Tape, packaging 48mm -Color: tan
  - Width: 48mm
  - Usable Length: 50 meters
  - Base Material: Biaxially-oriented Polypropylene
  - Adhesion Strength: 6N/24mm 30 54.51/ roll
  - 24. Tape, transparent 24mm -Width: 24mm
  - Usable Length: 50 meters
  - Base Material: Biaxially-oriented Polypropylene
  - Adhesion Strength: 6N/24mm 60 26.3/ roll
  - 25. Data Folder with Taglia lock -dimension:
    - Width: 75mm (min)
    - Height: 230mm (min)
    - Length: 380mm (min)
  - Material:
    - Chipboard: 2.5mm thick
    - Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover
    - Coated paper for inside cover including spine portion
  - With lever arch file mechanism and taglia lock
  - Spine is provided with finger ring and plastic pocket for labeling purposes
    - Spine made of PVC gamuza/ PP material or material of equivalent or superior quality
  - Color: Blue shade only 172 116/ piece
- TOTAL Php97,230.30

#### IV. PERIOD OF DELIVERY

Within thirty (30) calendar days upon receipt of the Purchase Order (PO)

#### V. TERMS OF PAYMENT

Government Procedure

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is NINETY-SEVEN THOUSAND TWO HUNDRED THIRTY PESOS AND 30/100 (Php97,230.30), inclusive of applicable taxes, delivery fees, and other charges.

Source of Funds: LAS 2024 Funds (Administrative and Other Related Expense)

#### VII. CONTACT PERSON

Contact Person/s: Ralph Rodney S. Lozano  
 Office: Legal Affairs Service  
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 Mobile/Viber Nos.: Rodney – 0905 142 2613

Prepared by:

RALPH RODNEY S. LOZANO  
 Administrative Assistant II, LAS-LRRDD

Approved by:

ATTY. JENNIFER A. OLBA  
OIC-Director, Legal Affairs Service

**Other Information**

In addition to the Proposal/Quotation, kindly submit the following 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. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement.

Note: Kindly submit your quotations together with your eligibility requirements to [jqperez@tourism.gov.ph](mailto:jqperez@tourism.gov.ph) on or before 26, April 2024, at 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** JOSE QUISORA PEREZ

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