



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11905941
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title SUPPLY, DELIVERY, AND INSTALLATION OF RENTAL PRINTING AND PHOTOCOPYING MACHINE
Area of Delivery Metro Manila

Solicitation Number:	DOT-NCR-2025-03-009	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Printing Services		
Approved Budget for the Contract:	PHP 60,000.00	Document Request List	0
Delivery Period:	1 Day/s		
Client Agency:		Date Published	21/03/2025
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 7840 Makati Avenue, Brgy. Poblacion Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph	Last Updated / Time	20/03/2025 16:23 PM
		Closing Date / Time	26/03/2025 08:00 AM

Description

BRIEF BACKGROUND:

The DOT-NCR Regional Office is dedicated to serving our clients. The regional office frequently handles a high volume of paperwork, from contracts and proposals to reports and presentations, and compliance to auditing rules and regulations. However, the current printing and photocopying capabilities are limited, often leading to delays and inefficiencies. To streamline the workflow and meet the demands of our dynamic environment, the office is in urgent need of a rental printer and photocopying machines that can handle the workload with speed, reliability, and quality

I. OBJECTIVES:

- ☐ To increase productivity in the present working space;
- ☐ To assure the safekeeping of office's personnel information and records;
- ☐ To aid in the office's compliance to auditing rules and regulations.

II. SPECIFICATIONS / DELIVERABLES :

- ☐ Date of Delivery: Within 5 working days of upon confirmation of Purchase Order

Unit Specifications: - Rental of Multifunction Printer and Photocopying Machine for 12 months - 1 (one) Unit - Monochrome Printing - Must have the functions such as Print, Copy, Scan - Must have at least 2 trays to cater the

following paper sizes: A4, Legal Size, Short - Must have a USB Port and can directly print from flash drive memory - With Network Print and Scan, via Wifi Network - Inclusive of Consumables and Parts (Toners, etc.) - With Document Feeder - Machine amenable to print back-to-back - Inclusive of printing 50,000 pages
Service Specifications: - Indication of unit and specifications on the - Must include two-time installation of the unit (In anticipation to the office relocation) - Free Service Warranty and preventive maintenance - With On-line support and On-site support - Replacement of units if defective and unserviceable - In excess of 10,000 pages must be billed separately and monthly to the DOT-NCR Regional Office (with page breakdown), excess copies will be charged 0.50 c per page

Budget Breakdown:

Fixed Cost of 5,000/unit x 1 Unit x 12 months

Total Cost of: Php 60,000.00

Documentary Requirements to be Submitted:

- ☐ Mayor's Business Permit
- ☐ PhilGEPS Registration Number
- ☐ Notarized Omnibus Sworn Statement

Approved Budget for the Contract (ABC):

Php 60,000.00

Pesos : Sixty Thousand Only

* 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

Contact Persons:

Ms. Jenny Anne Paul D. Gatus – jdgatus@tourism.gpv/ph

Other Information

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

7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on March 26, 2025 at 8:00 am

Created by Lawrence Jacosalem Alcantara

Date Created 20/03/2025

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