

DEPARTMENT OF TOURISM – MIMAROPA

TERMS OF REFERENCE

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE OFFICIAL USE OF DOT-MIMAROPA PERSONNEL

I. ITEMS

- Ballpen, black
- Battery, AA 2pcs/pack
- Battery, AAA2pcs/pack
- Clip, Backfold 19mm
- Clip, Backfold 32 mm
- Colored Multi-purpose board (ivory)A4 160gsm
- Correction Tape
- Data file box
- Data Folder
- Envelope, Brown, A4
- Envelope Brown, Legal
- External Hard Drive, 2TB
- External Hard Drive, 4TB
- Flash Drive, 16GB
- Folder, L Type Legal, Plastic
- Folder, Pressboard, Legal
- Folder, Tagboard, Legal
- Gluestick, regular size
- Notepad, Stick on 1x2
- Notepad, Stick on 2x2
- Notepad, Stick on 2x3
- Notepad, Stick on 3x3
- Notepad, Stick on 3x4
- Paper, Multi copy Legal 80GSM
- Paper, Multi copy A4 80GSM
- Permanent Marker, Broad, Black
- Permanent Marker, Broad, Blue
- Ruler, 12 inches
- Sign Pen, Blue,0.5mm
- Specialty Paper
- Staple Wire, Standard
- Stapler, with remover
- Stickon, Arrowheads
- Sticker paper
- Tape, Packaging 48mm
- Tape, Transparent 24mm
- Tape, Transparent 48mm
- Vellum Board
- HP 678, Black
- HP 678, Tricolor

- HP 680, Black
- HP 680, Tricolor
- HP 285A
- HP 17A
- HP 79A
- HP Officejet Pro Ink 965 XL Black
- HP Officejet Pro Ink 965 XL Cyan
- HP Officejet Pro Ink 965 XL Magenta
- HP Officejet Pro Ink 965 XL Yellow
- Epson Ink T6641Black
- Epson Ink T6642 Cyan
- Epson Ink T6643 Magenta
- Epson Ink T6644 yellow

II. PURPOSE/OBJECTIVES:

The objective of this procurement is to provide the employees with appropriate office supplies for official use for the 4th quarter of 2021.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPREGISTERED**
- Must have **available complete supplies requested**
- Must be willing to provide supplies **on a send bill arrangement**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPs posting closing
- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

Quantity	Unit	Item Description
8	boxes	Ballpen, black
6	packs	Battery, AA 2pcs/pack
6	pack	Battery, AAA2pcs/pack
30	boxes	Clip, Backfold 19mm
30	boxes	Clip, Backfold 32 mm
500	pcs	Colored Multi Purpose board (ivory)A4 160gsm
20	pcs	Correction Tape
15	pcs	Data file box

10	pcs	Data Folder
3	boxes	Envelope, Brown, A4
2	boxes	Envelope Brown, Legal
8	Unit	External Hard Drive, 2TB
1	Unit	External Hard Drive, 4TB
20	pcs	Flash Drive, 16GB
20	packs	Folder, L Type Legal, Plastic
1	boxes	Folder, Pressboard, Legal
5	packs	Folder, Tagboard, Legal
15	pcs	gluestick, regular size
15	pads	Notepad, Stick on 1x2
15	pads	Notepad, Stick on 2x2
20	pads	Notepad, Stick on 2x3
12	pads	Notepad, Stick on 3x3
10	pads	Notepad, Stick on 3x4
15	reams	Paper, Multi copy Legal 80GSM
20	reams	Paper, Multi copy A4 80GSM
2	boxes	Permanent Marker, Broad, Black
2	boxes	Permanent Marker, Broad, Blue
10	pcs	Ruler, 12 inches
50	pcs	Sign Pen, Blue,0.5mm
5	packs	Specialty Paper
15	boxes	Staple Wire, Standard
5	pcs	Stapler, with remover
40	pads	Stickon, Arrowheads
8	packs	Sticker Paper
15	roll	Tape, Packaging 48mm
15	roll	Tape, Transparent 24mm
15	roll	Tape, Transparent 48mm
10	packs	Vellum Board
7	cartridge	HP 678, Black
7	cartridge	HP 678, Tricolor
30	cartridge	HP 680, Black
30	cartridge	HP 680, Tricolor
6	cartridge	HP 285A
2	cartridge	HP 17A

1	cartridge	HP 79A
3	cartridge	HP Officejet Pro Ink 965 XL Black
3	cartridge	HP Officejet Pro Ink 965 XL Cyan
3	cartridge	HP Officejet Pro Ink 965 XL Magenta
3	cartridge	HP Officejet Pro Ink 965 XLYellow
3	cartridge	Epson Ink T6641Black
3	cartridge	Epson Ink T6642 Cyan
3	cartridge	Epson Ink T6643 Magenta
3	cartridge	Epson Ink T6644 yellow

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is **Two Hundred Eleven Thousand Thirty-Five Pesos (P211,035.00)**, inclusive of all government taxes and charges

The winning bid, however, 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.

VII. DELIVERY PERIOD:

Winning bid must deliver the complete supplies requested on or before **05 November 2021**.

VIII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS / PROVISIONS

- Non-submission of required documentary requirements and actual sample shall be ground for disqualification of bid.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.

- The **WINNING BIDDER** must deliver **complete stated supplies** as spot check will be done by END USER on the above-mentioned date of delivery.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the **DOT-MIMAROPA END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed hereof by the **DOT-MIMAROPA ENDUSER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA ENDUSER**.

X. PROJECT OFFICER / CONTACTPERSON

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