



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7729139  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Supply, Delivery and Installation of Acrylic Shield/Barriers in the DOT-Conference Rooms and Receiveing Areas in the Lobby  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2021 - 05 - 0046	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b> Furniture	<b>Date Published</b>	29/05/2021
<b>Approved Budget for the Contract:</b> PHP 351,360.00	<b>Last Updated / Time</b>	28/05/2021 18:27 PM
<b>Delivery Period:</b> 15 Day/s	<b>Closing Date / Time</b>	01/06/2021 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

#### Description

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#### TERMS OF REFERENCE

Supply, Delivery and Installation of Acrylic Shield/Barriers in the DOT-Conference Rooms and Receiveing Areas in the Lobby

#### I. Objective:

The installation of Acrylic Shield/Barriers on the Tables in all Conference Rooms and Receiving Areas in the Lobby of the building will help safeguard the DOT officials, employees, and guests from the spread illnesses/viruses that may spread through human droplets, like COVID-19.

#### II. Minimum Requirements:

1. The Supplier must have a Certificate of PhilGEPS Registration or a PhilGEPS Registration Number;
2. The contract cost shall cover Supply, Delivery, and Installation of Acrylic Shield/Barriers in all Tables in the identified DOT-Conference Rooms
3. The total ABC shall include all the Supplies, Materials and Installation cost or related expenses thereto, delivery charges, after-sales services, and applicable taxes.

#### III. Schedule of Requirements/Technical Specifications:

As specified in the Annex A of this TOR

#### IV. Condition:

1. Supplier shall conduct an ocular inspection prior to the submission of Bids verify the actual dimensions or measurements prior to the implementation of the project;
2. Supplier shall coordinate with Administrative Service/General Services Division regarding the details, measurement, extent of work, specification prior to delivery and installation of the said materials;

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3. Supplier shall submit sample materials prior to installation of the acrylic barriers;

4. Any damage done by the Supplier, during the implementation of the project, shall be repaired and restored to its original design without the cost to the procuring agency;

5. Installers must wear proper uniform, with identification cards, and in proper personal protective equipment (PPE) continuing threat of COVID-19.

V. Delivery and Installation Period:  
Within fifteen (15) calendar days upon receipt of the Contract/Purchase Order.

VI. Delivery and Installation Site:  
The New DOT Building, 351 Gil Puyat Avenue, Brgy. Bel-air, Makati City.

VII. Payment Terms:  
Send-bill arrangement. Full payment shall be processed after complete delivery, installation, and final acceptance of the DOT.

VIII. Approved Budget for the Contract (ABC) and Source of Fund:  
Three Hundred Fifty-One Thousand Three Hundred Sixty Pesos (PhP351,360.00), inclusive of all applicable taxes, charged against FY 2021 ASPM-GAE-Funds (Covi19 Response PAPs/Supplies and Materials).

IX. Project Officers/Contact Persons  
Mr. Rolando A. Bautista  
Chief, General Services Division  
rabautista@tourism.gov.ph

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Annex "A"  
Schedule of Requirements/Technical Specification

Quantity  
Unit  
Design  
Location: Office of the Secretary, Penthouse  
1  
piece  
Office of the Secretary Conference Room Table  
Measurement: L: 269.5 cm; W: 122 cm  
Acrylic Barrier Measurement:  
116 cm (+/-2.54 cm) x 91 cm (+/- 2.54 cm) x 80 cm (+/-2.54)  
80 cm  
91 cm  
116 cm  
Page 4 of 11  
30 cm  
1  
piece  
Secretariat Table  
Measurement: L: 150 cm; W: 90 cm  
Acrylic Barrier Measurement:  
150 cm (+/-2.54 cm) x 120 cm (+/-2.54) x 80 cm (+/-2.54)

Quantity  
Unit  
Design  
Location: Multi-Purpose Hall, Penthouse  
15  
pieces  
Multi-Purpose Hall Table  
Measurement: L:180.5 cm ; W: 75 cm  
Acrylic Barrier Measurement:  
180 cm (+/-2.54 cm) x 105 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
150 cm  
80 cm  
120 cm  
105 cm  
180 cm  
80 cm  
Page 5 of 11  
1  
piece  
Multi-Purpose Hall Secretariat Tables  
Measurement: L:180.5 cm ; W: 75 cm  
Acrylic Barrier Measurement:  
150 cm (+/-2.54 cm) x 120 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
Same as Secretary table

Quantity  
Unit  
Design  
Location: Fifth Floor  
1  
piece  
Conference Room  
Measurement: L: 361.5 cm ; W: 100.5 cm

Acrylic Barrier Measurement:  
 361.5 cm (+/-2.54 cm) x 80.25 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 80 cm  
 80.25 cm  
 361.5 cm  
 Page 6 of 11  
 Location: Fourth Floor  
 1  
 piece  
 Conference Room  
 Measurement: L: 361.5 cm ; W: 100.5 cm  
 Acrylic Barrier Measurement:  
 361.5 cm (+/-2.54 cm) x 80.25 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 Same as the 5th Floor Conference Room  
 Quantity  
 Unit  
 Design  
 Location: Legal Assistance Service (LAS) Conference Room  
 1  
 piece  
 Measurement: L:180 cm ; W: 100 cm  
 Acrylic Barrier Measurement:  
 180 cm (+/-2.54 cm) x 100 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 1  
 piece  
 Multi-Purpose Hall Secretariat Tables  
 Measurement: L:180 cm ; W: 75 cm  
 Acrylic Barrier Measurement:  
 180 cm (+/-2.54 cm) x 75 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 Page 7 of 11  
 Quantity  
 Unit  
 Design  
 Location: Third Floor  
 1  
 piece  
 Conference Room  
 Measurement: L: 361.5 cm ; W: 100.5 cm  
 Acrylic Barrier Measurement:  
 361.5 cm (+/-2.54 cm) x 80.25 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 Same as the 5th Floor Conference Room  
 Location: Second Floor  
 1  
 piece  
 Conference Room  
 Measurement: L: 397 cm ; W: 122 cm  
 Acrylic Barrier Measurement:  
 294 cm (+/-2.54 cm) x 91 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 80 cm  
 91 cm  
 294 cm  
 Page 8 of 11  
 Quantity  
 Unit  
 Design  
 Location: Second Floor  
 9  
 piece  
 Training Room  
 Measurement: L: 130.5 cm ; W: 75.5 cm  
 Acrylic Barrier Measurement:  
 294 cm (+/-2.54 cm) x 100 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 Location: Ground Floor  
 2  
 piece  
 Investment Lounge  
 Measurement: L: 200 cm ; W: 120 cm  
 Acrylic Barrier Measurement:  
 200 cm (+/-2.54 cm) x 90 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
 130.5 cm  
 100 cm  
 80 cm  
 80 cm  
 200 cm  
 90 cm

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Quantity  
Unit  
Design  
Location: Ground Floor  
1  
piece  
Receiving Desk (Gil Puyat)  
Measurement: L: 150 cm ; W: 60 cm  
Acrylic Barrier Measurement:  
150 cm (+/-2.54 cm) x 60 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
Location: Ground Floor  
1  
piece  
Lobby Guard Counter (Gil Puyat)  
Measurement: L: 130.5 cm; W: 75.5 cm  
Acrylic Barrier Measurement:  
298 cm (+/-2.54 cm) x 48 cm (+/-2.54 cm) x 138 cm (+/-2.54 cm)  
80 cm  
60 cm  
75 cm  
75 cm  
298 cm  
138 cm  
15.24 cm  
25.4 cm  
48 cm  
Page 10 of 11  
40.5 cm  
Location: Ground Floor to Fifth Floor  
4  
piece  
Guard Counter  
Measurement: L: 240.5 cm; W: 40.5 cm  
Acrylic Barrier Measurement:  
240 cm (+/-2.54 cm) x 40.5 cm (+/-2.54 cm) x 80 cm (+/-2.54 cm)  
240.5 cm  
80 cm  
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Annex "B"  
List of Conference Rooms and the other Areas for Installation  
CONFERENCE ROOM LOCATION  
NO. OF  
CONFERENCE TABLES  
Penthouse Conference Room Table  
Seating Capacity: (original - 8; proposed - 6)  
1  
Secretariat Table  
Seating Capacity: (original - 2; proposed - 2)  
1  
Multi-Purpose Hall Table  
Seating Capacity: (original - 3; proposed - 2)  
15  
Multi-Purpose Hall Secretariat Table: Seating Capacity  
(original - 2; proposed - 2)  
1  
Legal Service Assistance (LAS) Conference Room Table  
(original - 6; proposed - 4)  
2  
5th Floor Conference Room Table  
Seating Capacity: (original - 12; proposed - 6)  
1  
4th Floor Conference Room Table  
Seating Capacity: (original - 12; proposed - 6)  
1  
3rd Floor Conference Room Table  
Seating Capacity: (original - 12; proposed - 6)  
1  
2nd Floor Conference Room Table  
Seating Capacity: (original - 12; proposed - 6)  
1  
2nd Floor Training Room Table  
Seating Capacity: (original - 2; proposed - 6)  
9  
Ground Floor Investment Lounge

Seating Capacity: (original = 9; proposed = 4)  
 2  
 Ground Floor Receiving Desk  
 Seating Capacity (original – 2; proposed – 2)  
 1  
 Lobby Guard Counter  
 1  
 Guard Counter (2/F – 5/F)  
 4  
 TOTAL  
 41

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Furniture	Penthouse Conference Room Table	1	Piece	6,820.00
2	Furniture	Secretariat Table	1	Piece	4,860.00
3	Furniture	Multi-Purpose Hall Table	15	Piece	102,600.00
4	Furniture	Multi-Purpose Hall Secretariat Table	1	Piece	4,860.00
5	Furniture	Legal Service Assistance (LAS) Conference Room Table	1	Piece	6,000.00
6	Furniture	Legal Service Assistance (LAS) Conference Room Table	1	Piece	5,500.00
7	Furniture	5th Floor Conference Room Table	1	Piece	11,000.00
8	Furniture	4th Floor Conference Room Table	1	Piece	11,000.00
9	Furniture	3rd Floor Conference Room Table	1	Piece	11,000.00
10	Furniture	2nd Floor Conference Room Table	1	Piece	10,000.00
11	Furniture	2nd Floor Training Room Table	9	Piece	99,000.00
12	Furniture	Ground Floor Investment Lounge	2	Piece	18,000.00
13	Furniture	Ground Floor Receiving Desk	1	Piece	4,460.00
14	Furniture	Lobby Guard Counter	1	Piece	12,840.00
15	Furniture	Guard Counter (2/F – 5/F)	4	Piece	23,920.00
16	Services	Delivery/Installation and Mobilization	1	Lot	19,500.00

**Other Information**

Partial bids are allowed. All goods are grouped in lots listed above. Bidders shall have the option of submitting a quotation on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding evaluation, and contract award.

**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. Latest Income/Business Tax Return (For ABC above PHP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 01 June 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 28/05/2021

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