



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7764626
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Office Supplies for Department of Tourism - Legal Affairs Service
Area of Delivery Metro Manila

Solicitation Number: 2021 - 06 - 0055	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Supplies and Devices	Date Published	13/06/2021
Approved Budget for the Contract: PHP 131,235.84	Last Updated / Time	12/06/2021 08:36 AM
Delivery Period: 1 Day/s	Closing Date / Time	16/06/2021 10:00 AM
Client Agency:		
Contact Person: 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

Terms of Reference for Legal Affairs Service (LAS) Supplies

I. Item description and quantity

Lot 1 - Common Office Supplies

Item

Item Description

Quantity

Glue Stick

- for paper use, NOT for glue guns

- at least 22 grams

40 pieces

"Sign Here" flags/tabs

- reusable stick-ons

- at least 50 flags per pad/dispenser

- 1 inch wide 25x43mm

- preferably in different vibrant colors

240 pieces/pads

Black ink sign pen

- free flowing ink/gel ink

- 0.5mm needle tip

160 pieces

Blue ink sign pen

- free flowing ink/gel ink

- 0.5mm needle tip
200 pieces
Red ink sign pen
- free flowing ink/gel ink
- 0.5mm needle tip
40 pieces
Red Stamp Pad ink
- bottle with brush or nozzle
- at least 50ml
10 pieces
Blue Stamp Pad ink
- bottle with brush or nozzle
- at least 50ml
10 pieces
Blue Stamp Ink Pad
- metal case
- cloth rubber stamp
2 pieces
Red Stamp Ink Pad
- metal case
- cloth rubber stamp
2 pieces
Correction Tape
- film base type
- UL 6m min.
60 pieces
Horizontal Data Folder
- made of chip board
- with taglia lock - 3" x 9" x 15.5 inches - preferably in black and blue color
120 pieces
Number Stamp
- 8-digit rubber rolling number stamp
2 pieces
Lot 2 – Computer Storage Device, Printer Ink, and Disinfectant Spray
Item
Item Description
Quantity
Printer Ink Cart
- HP F6V26AA (HP 680)
- tri-color
24 pieces
Printer Ink Cart
- HP F6V27AA (HP 860)
- black
24 pieces
Disinfectant Spray
- aerosol type
- 400-550 grams
24 pieces
External Hard Drive
- 1TB
- 2.5" HDD
- USB 3.0
16 pieces
II. Approved budget:
Lot 1: Sixty-Five Thousand Two Hundred Forty-Eight Pesos Only (Php65,248.00)
Lot 2: Sixty-Five Thousand Nine Hundred Eighty-Seven Pesos and 84/100 (Php65,987.84)
III. Target Delivery Schedule: 09 July 2021
IV. Project Officer: Janen E. Punit | legal@tourism.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies	Glue Stick/Sign Here" flags/tabs/Black ink sign pen/Blue ink sign pen/Red ink sign pen/Red Stamp Pad ink/Blue Stamp Pad ink/Blue Stamp Ink Pad/Red Stamp Ink Pad/Correction Tape/Horizontal Data Folder/Number Stamp	886	Piece	65,248.00
2	Office Supplies	Printer Ink Cart/Printer Ink Cart/Disinfectant Spray/External Hard Drive	88	Piece	65,987.84

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 on or before 16 June 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 12/06/2021

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