



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8103224
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE OFFICIAL USE OF DOT-MIMAROPA PERSONNEL

Area of Delivery

Solicitation Number:	21-10-007	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 211,035.00	Document Request List	0
Delivery Period:	7 Day/s		
Client Agency:		Date Published	21/10/2021
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com	Last Updated / Time	20/10/2021 14:57 PM
		Closing Date / Time	25/10/2021 01:00 AM

Description

Terms of Reference

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 XLYellow
- Epson Ink T6641Black
- Epson Ink T6642 Cyan
- Epson Ink T6643 Magenta
- Epson Ink T6644 yellow

II. MINIMUM REQUIREMENTS FOR SUPPLIERS

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

III. 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

IV. SCOPE OF WORK / SPECIFICATIONS

Quantity Unit Item Description

8 boxes Ballpen, black
 6 packs Battery, AA 2pcs/pack
 6 pack Battery, AAA 2pcs/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 Stick-on, 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

V. 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.

VI. DELIVERY PERIOD:

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

VII. PAYMENTPROCEDURE:

- 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.

VIII. COMPLIANCE TOSPECIFICATIONS/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.

Created by Monina Valdez Raneses

Date Created 20/10/2021

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