



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	7742769
Procuring Entity	DEPARTMENT OF TOURISM
Title	Supply, Delivery and Installation of Acrylic Shield/Barriers in the DOT-Conference Rooms and Receiving Areas in the Lobby
Area of Delivery	Metro Manila

Solicitation Number:	2021 - 06 - 0049 (2nd posting)	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment Parts and Accessories	Date Published	04/06/2021
Approved Budget for the Contract:	PHP 351,360.00	Last Updated / Time	03/06/2021 16:57 PM
Delivery Period:	15 Day/s	Closing Date / Time	07/06/2021 01:00 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

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TERMS OF REFERENCE

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

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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

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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)
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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
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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
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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	Acrylic Barriers	Acrylic Barriers	1	Lot	351,360.00

Other Information

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 07 June 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 03/06/2021

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