



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6240256
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF MAINTENANCE SERVICE PROVIDER FOR BIOMETRICS FINGERSCAN MACHINES
Area of Delivery Metro Manila

Solicitation Number:	2019-06-0118	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Information Technology		
Approved Budget for the Contract:	PHP 52,500.00	Document Request List	0
Delivery Period:	6 Month/s		
Client Agency:		Date Published	08/06/2019
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com	Last Updated / Time	07/06/2019 15:40 PM
		Closing Date / Time	11/06/2019 11:30 AM

Description

TECHNICAL SPECIFICATIONS

I. PROJECT

PROCUREMENT OF A MAINTENANCE SERVICE PROVIDER FOR THREE (3) BIOMETRICS FINGERSCAN MACHINES AND TIME MONITORING SYSTEM OF THE DEPARTMENT OF TOURISM (DOT)

II. PERIOD COVERAGE: JULY 2019 to DECEMBER 2019

III. SCOPE OF MAINTENANCE

- Quarterly preventive maintenance service that includes cleaning, repair, adjusting and testing of the Finger-scan Machines to ensure good working conditions and lengthened use;
- On-call remedial maintenance service to be performed during normal office hours, with a maximum of four (4) hours response time. Requests from the DOT received 2:00 p.m. and on-wards to be attended to by the provider on the 1st four hours of the next working day;
- Repair and replacement of malfunctioning or damaged parts not caused by the following:
 - Acts of nature, e.g., earthquake, typhoon or flood;
 - Accident, negligence, abuse or misuse of the employees of the DOT;
 - Failure of DOT to provide a suitable operating environment for the finger-scan machines which includes but not

limited to, adequate and stable electrical power, air-conditioning or humidity control;

- Vandalism;

- Software defects caused by viruses and damaging of hard disk drive crashed and/or misuse or mishandling of persons operating or using the software;

4. Providing a service unit of the finger-scan machine in case of unit breakdown free of charge, while awaiting for purchase or replacement;

5. Technical Assistance in data management and backups.

Note: a) The maintenance service provider shall be responsible for any damage/s of the unit/s or the system occurred during the performance of their job.

b) Any recommendation for additional work or parts not covered by the scope of maintenance shall be provided in the maintenance report prior to actual render of necessary service.

IV. EXCLUSIONS

1. Replacement of consumable parts such as keypad, optics platen, battery pack and CMOs battery.

V. PROJECT COST

Total Maintenance cost for a 6-month period of preventive maintenance is Php52,500.00 (VAT inclusive)

VI. TERMS OF PAYMENT

Government Procedure

Submission of maintenance report, summary of services rendered and billing statement

Note: Payment shall be based on actual service rendered.

VII. CONTACT PERSONS:

SOFIA C. PAGSUYUIN/CONCHITA G. JOCSON

Tel. No.: 459-5200 local 426/408

Other Information

NOTE: The winning bid 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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the solicitation number) enclosed with the required valid documents addressed to Mr. Felicisimo E. Maximo at the Department of Tourism Building, 4th Floor, PMD Room, # 351 Sen.Gil Puyat Avenue, Makati City.

Created by FELICISIMO EVANGELISTA MAXIMO

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