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Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4757108  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Supply and Installation of Various Work Station  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-08-0249 (3rd Posting)	<b>Status</b>	Active
<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>	1
<b>Category:</b>	Furniture	<b>Date Published</b>	26-Aug-2017
<b>Approved Budget for the Contract:</b>	PHP 347,000.00	<b>Last Updated / Time</b>	26-Aug-2017 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	30-Aug-2017 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		

#### Description

TERMS OF REFERENCE  
GENERAL SERVICES WORKS & SERVICES  
Department of tourism

A. Supply and installation of Various Work station  
Reference: Scope of work/Deliverables:

1. Proposed Compensation area (from HRD) (10 seating capacity)

- a. Supply and Installation of ten (10) seating capacity (see attached drawing)
- b. System furniture 50mm thk 1200mm high sitting privacy panel, perforated panels at exterior lower sides, laminated veneer at interior lower sides, 100% polyolefin fabric with fire retardant treatment at upper parts all sides, metal basesboard / raceway with pre-punched holes
- c. 1200mm width X 600mm depth
- d. Worktops 28mm thk high pressure laminate in wood grain pattern work top heatproof scratchproof rubber edging,

panel supported, provide grommets

e. Powder coated metal trims, complete with accessories.

2. Staff Chair/clerical chair, low back (10 sets)

a. 2-piece moulded Beachwood frame ergonomically designed; original single lever mechanism with tilt and non-tilt function; GAS CYLINDER in pneumatic gas lift mechanism with minimum 50mm dia gas cylinder head for durability

b. Height adjustment 950 -1045mm:

c. 5 star chrome base, 640mm dia; caster shall be plastic black dual wheel and hooded

d. Backrest squarish contoured backrest 470mm (W) x 525mm (H); Seat 495mm (D) x 485mm (W); armrest polypropylene armrest.

e. Fabric -flame retardant; Teflon coated; dust and stain resistant, fiber 100% polyolefin; acrylic backing; ASTM D-4157 (2500,000) rubs; seam slippage; ASTM4043; warp 50lbs; fill 54lbs; warp 50lbs.

3. Mobile Pedestal (10 Sets)

a. Depth 468mm x 380mm (W) x 560mm (H); 2 box drawer, 1 file drawer, lockable, inside drawers are of powder-coated metal on heavy duty drawer guides.

b. Built in full recessed pull over each drawer, full metal construction, smooth operating and full extension suspension ball bearing guides

c. Central locking system twin ball casters, cold rolled metal, GA. 20 powder coated in gun metal finish, casters in locking position

Estimated Budgetary Cost: Php 347,000.00

Payment procedure: Government procedure

All works must be inspected by the supplier/bidder/contractor are advised to inspect the site prior to the delivery of works/goods and service required.

Aggregate bid for all the goods and service requirement preferred.

Contact Details:

Engr. Noel E. Villamayor and Mr. Rolando A. Bautista

General Services Division

Department of Tourism

Tel No: 459-5200 to 30 local 110

Telefax: 890-0189

Deadline for the submission of quotation: August 30, 2017 5:00 pm

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Teresita Romanes at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

Required Valid Documents to be submitted:

1. Current Mayor's/Business Permit

2. Philgeps Registration Number

3. Latest Income/Business Tax Return

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (see attached form)

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 25-Aug-2017

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