



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9040234  
**Procuring Entity** DEPARTMENT OF TRADE AND INDUSTRY - MAIN  
**Title** Supply and Delivery of Various Office Equipment  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCRO-51200	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment		
<b>Approved Budget for the Contract:</b>	PHP 399,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	7 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	22/09/2022
<b>Contact Person:</b>	Ileen P. Vista Supply Officer 361 Sen. Gil J. Puyat Avenue Makati City Metro Manila Philippines 1209 63-2-7514997 63-2-8953515 IleenVista@dti.gov.ph	<b>Last Updated / Time</b>	21/09/2022 11:03 AM
		<b>Closing Date / Time</b>	26/09/2022 10:00 AM

#### Description

- Please quote hereunder your lowest possible price for the Supply and Delivery of Various Office Equipment with ABC of Php 399,000.00. Bid Proposal/quotation above the ABC shall be automatically disqualified.
- Deadline for the submission of bid will be on September 26, 2022, 10:00 AM.
- Late submission of bid/proposal shall not be accepted.
- Interested Bidders may submit their proposal in any of the following forms:
  - Via electronic: email to IleenVista@dti.gov.ph; or
  - Via sealed quotation to be submitted at Procurement Management Division, Human Resource and Administrative Service, Ground Floor, Trade and Industry Bldg., 361 Sen. Gil Puyat Avenue, Makati City.

#### 5. Submission of Documents:

A. For those who have not yet submitted the legal documents, please attach photocopies of the listed below documents to your proposal/quotation upon submission;

- SEC, DTI Business Permit, Articles of Incorporation or Partnership (in case of corporation/partnership)
- Mayor's Permit for the Current Year
- BIR Certificate of Registration
- PhilGEPS Registration
- Company Profile
- DTI Certificate of Accreditation for those involved in repair & services.
- Omnibus Sworn Statements

B. For those who have already submitted their updated/valid legal documents, you may submit your quotation/proposal in any of the form specified above.

#### IMPORTANT NOTE:

SUBMISSION OF UNNOTARIZED OMNIBUS SWORN STATEMENTS SHALL BE ATTACHED IN ALL BID PROPOSAL. ONLY THE WINNING BIDDER SHALL SUBMIT THE NOTARIZED OMNIBUS SWORN STATEMENT.

6. Please see attached Request for Quotation form and TOR for more information and guidance. Original Request for Quotation form will be available for download from PhilGEPS website starting September 22, 2022 until September 26, 2022.

7. For any concerns, queries and clarification, please free to call # 7791-3363/7791-3367, or email IleenVista@dti.gov.ph.

Thank you.

**Created by** Ileen P. Vista  
**Date Created** 21/09/2022

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