



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Roxas Blvd. corner P. Ocampo St., 1004 Manila



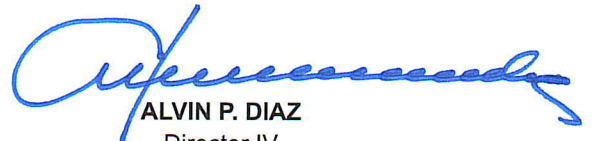
## REQUEST FOR QUOTATION

RFQ No.: **2025-07-0091**

Date: July 18, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.



**ALVIN P. DIAZ**  
Director IV  
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
3	unit	<b>Heavy Duty Paper Shredder</b>	₱17,100.00	₱51,300.00
1	unit	<b>Binding Machine</b>	₱14,995.00	₱14,995.00
2	unit	<b>3D Lateral Filing Cabinet</b>	₱11,995.00	₱23,990.00
5	unit	<b>4D Lateral Filing Cabinet</b>	₱14,495.00	₱72,475.00
<i>(please see attached Technical Specifications)</i>				
		<b>NOTE:</b> Please include the following required documents upon submission of your proposal for evaluation purposes:  1. <b>Latest Mayor's/Business Permit</b> 2. <b>PhilGEPS Registration Number</b> <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 20.2.9 of the RA 12009 shall be effective for one year, and updated within the period of its validity.</i> 3. <b>Duly notarized Omnibus Sworn Statement</b> (to be submitted by the winning bidder upon receipt of PO)		
<b>TOTAL AMOUNT (VAT inclusive)</b>				<b>₱162,760.00</b>

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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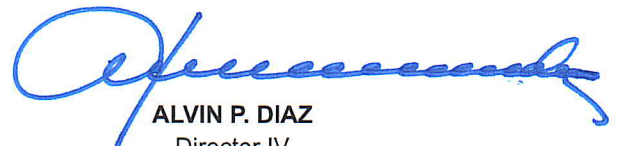
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Supplier :

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## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



## TECHNICAL SPECIFICATIONS

RFQ No. 2025-07-0091 dated July 18, 2025

### I. PROJECT SCOPE

The prospective supplier shall bid for the ***Supply and Delivery of Various Office Equipment.***

### II. TECHNICAL SPECIFICATION

Detailed minimum specifications of the items to be procured:

Item	Specifications
<b>1. PAPER SHREDDER MACHINE</b>	<ul style="list-style-type: none"><li>• Heavy duty equipment</li><li>• Cut type: Mini cut</li><li>• Sheet capacity: 90</li><li>• Throat width: 220mm</li><li>• Bin capacity: 17 liters</li><li>• For use with: Credit cards, paper clips with the manual insertion slot, shreds staples</li><li>• Warranty: at least 1 year</li></ul>
<b>2. BINDING MACHINE</b>	<ul style="list-style-type: none"><li>• Heavy duty equipment</li><li>• Punch capacity: Up to 25 sheets of 20 lbs. paper at a time</li><li>• Binding capacity: Binds up to 500 sheets with a 2-inch comb.</li><li>• Vertical document loading: Ensures accurate punch alignment</li><li>• Enhance accuracy edge guide: For precise punch alignment</li><li>• Built-in comb storage tray: Features a document thickness guide for selecting the correct comb size</li><li>• Chip tray with burst-out feature: Eliminates jams by allowing punched chips to fall out</li><li>• Dimensions: 5.13"H x 18.13"W x 15.38"D</li><li>• Warranty: at least 1 year</li></ul>
<b>3. 3D LATERAL FILING CABINET</b>	<ul style="list-style-type: none"><li>• Dimensions: 90(W) x 103(H) x 45(D) cm</li><li>• Material: Powder-coated steel for durability and resistance to rust and scratches</li><li>• Color: Dark Gray</li><li>• Load capacity: 40kg per drawer</li><li>• Locking mechanism: Steel handle lock with anti-tilt feature</li><li>• Compatibility: Accommodates A4, FC, letter, and legal-sized files</li><li>• Weight: 52kg</li><li>• Warranty: at least 1 year</li></ul>
<b>4. 4D LATERAL FILING CABINET</b>	<ul style="list-style-type: none"><li>• Dimensions: 90(W) x 48(D) x 132(H) cm</li><li>• Material: Steel construction with powder-coated finish</li><li>• Color: Beige</li><li>• Load capacity: 40kg per drawer</li><li>• Locking mechanism: Steel handle lock with anti-tilt feature</li><li>• Compatibility: Accommodates A4, FC, letter, and legal-sized files</li><li>• Weight: 65kg</li><li>• Warranty: at least 1 year</li></ul>

**III. SCHEDULE OF REQUIREMENTS**

The supplier shall deliver the items to the Department of Finance through the General Services Division within 30 calendar days upon receipt of the Purchase Order.

**I hereby certify to comply and deliver all the above requirements**

\_\_\_\_\_  
*Signature over Printed Name of the Representative*

Company Name : \_\_\_\_\_  
Date Signed : \_\_\_\_\_  
Email/Phone No.: \_\_\_\_\_