

## Republic of the Philippines DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street Manila 1004

#### **REQUEST FOR QUOTATION**

		Date :	January	31, 2023
		Purchase Quota		2023-01-0016
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2 1				
Gentlemen :	1			
	Please o	note your lowest price on the item listed below, subject to the General	Conditions at the	back
hereof and sul		quotation duly signed by your representative in sealed envelope direct		
		rperson or thru the authorized canvasser of this Department not later t		
the time and d	late of the	e opening of the sealed quotation.		
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			AZ, Director I	V
		Central Adm	inistration Office	
QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
2	unit	Binding and Punching Machine	9.534.72	19,069.44
~	unic	Specifications:	0,0012	10,000.11
		Wire 3:1 punch and bind machine		
		Maximum Punch: 15 sheets		
		Maximum Bind: 120 sheets (14.3mm wire ring)		
l 1		Hole Attr.: 34 holes		
		Hole Distance: 8.47mm		
		Dimensions: 510x380x235mm		
		Net Weight: 6.5 kgs		
2	unit	Paper Cutter, wooden base, size A3	2,000.00	4,000.00
6	unit	Paper Shredder, Heavy Duty	14,800.00	88,800.00
		Specifications:		
		Can shred at least 10 sheets		
		Micro-cut		
		At least 10 minutes continuous run time		
		With auto reverse function		
		At least 23 liters bin/basket volume		
		Noise level below 65dB		
		Can shred Paper, Credit Card and Staple Wire		
		Convenient to use		
		With at least 1 year warranty		
		-page 1 of 2-		
		NOTE: Please include the following required documents upon		
		submission of your proposal for evaluation purposes:		
		1. Mayor's/Business Permit		
		2. PhilGEPS Registration Number		
		Additional required document (to be submitted by the winning		
		bidder before issuance of Purchase Order):		
		3. Duly notarized Omnibus Sworn Statement (OSS)		
		(For Verious DOF Offices Use)		
	ftor how	(For Various DOF Offices Use)	uoto vou on the	itom
		ing carefully read and accepted your General conditions, I/We q e and bind ourselves to deliver the above articles/merchandise v		
		and bind ourselves to deliver the above articles/merchandise v alid Purchase Order (PO). The quotation are good only up to	VIG.III	calellual days
om receipt	or your v	talia i dishase order (i O). The quotation are good only up to		
Canvassed b	ov:	Supplier:		
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Tel. No.: TIN No.:

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	unit	Laminating Machine, Heavy Duty	5,000.00	5,000.00
1	unit	Paper Shredder, Heavy Duty	14,000.00	14,000.00
		Specifications:		
		Can shred at least 10 sheets		
		Cross-cut		
		At least 23 liters bin/basket volume		
		Liter bin with easy lift and viewing window		
		Can shred Paper, Credit Card and Staple Wire		
		With at least 1 year warranty		
1	unit	Date and Time Stamp	15,000.00	15,000.00
		Specifications:	2	
		With digital LCD display		
		Customized Printing Order		
		3 Separate lines max setting		
		Built-in buzzer and output signal function		
		Easy to read, large visible window shows date, time		
		13 Preset Comments such as SENT, IN, OUT, PAID, FAXED		
		-page 2 of 2-	= 400 55	
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		(For Various DOF Offices Use)		145,869.44
A	fter havi	ng carefully read and accepted your General conditions, I/We qu	uote you on the	item
at prices note	ed above	and bind ourselves to deliver the above articles/merchandise w	vithin	calendar days
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		ALVIN P.	DIAZ, Director	IV	
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Canvassed b	oy:	Supplier:	1	
	•	By:		
		Tel. No.:		
		TIN No. :		

#### **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.