




REQUEST FOR QUOTATION

Date : January 31, 2023
 Purchase Quotation No.: 2023-01-0016

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 thru 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
2	unit	Binding and Punching Machine <i>Specifications:</i> Wire 3:1 punch and bind machine Maximum Punch: 15 sheets Maximum Bind: 120 sheets (14.3mm wire ring) Hole Attr.: 34 holes Hole Distance: 8.47mm Dimensions: 510x380x235mm Net Weight: 6.5 kgs	9,534.72	19,069.44
2	unit	Paper Cutter, wooden base, size A3	2,000.00	4,000.00
6	unit	Paper Shredder, Heavy Duty <i>Specifications:</i> 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	14,800.00	88,800.00
		-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 Various DOF Offices Use)		

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

Canvassed by:

Supplier : _____
 By : _____
 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 <i>Specifications:</i> <i>Can shred at least 10 sheets</i> <i>Cross-cut</i> <i>At least 23 liters bin/basket volume</i> <i>Liter bin with easy lift and viewing window</i> <i>Can shred Paper, Credit Card and Staple Wire</i> <i>With at least 1 year warranty</i>	14,000.00	14,000.00
1	unit	Date and Time Stamp <i>Specifications:</i> <i>With digital LCD display</i> <i>Customized Printing Order</i> <i>3 Separate lines max setting</i> <i>Built-in buzzer and output signal function</i> <i>Easy to read, large visible window shows date, time</i> <i>13 Preset Comments such as SENT, IN, OUT, PAID, FAXED</i> <i>-page 2 of 2-</i> 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) <i>(For Various DOF Offices Use)</i>	15,000.00	15,000.00
				145,869.44

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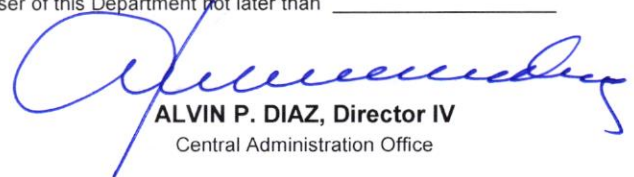


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GENERAL CONDITIONS

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 preceding 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.