



Republic of the Philippines  
**DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

**REQUEST FOR QUOTATION**

Date : June 20, 2023  
Purchase Quotation No.: 2023-06-0134

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	<b>Heavy Duty Paper Shredder</b> Specifications: Cut: cross cut Can shred: paper clip, credit cards, and film Receptacle volume: not less than Thirty (30) Liters Capacity Non-step Shredding: 24 hours continuous duty operations Sheet capacity: 12-14 sheets using 70 gsm paper or 10-12 sheets using 80 gsm Intake throat width: 230mm (minimum) Automatic and with start/stop control Anti-jam and auto-reverse to clear paper jams Dimensions (WxDxH): 39 x 30 x 59cm	28,000.00	56,000.00
1	unit	<b>Electric Date and Time Stamp</b> Specifications: Stamps date, time and message on any document or form 13 Pre-programmed comments IN, OUT, SENT, PAID, FAXED, VOID, FILED, RECEIVED etc. Creates unlimited customized comments for time cards/documents Illuminated LED Light for easy time stamping Perpetual Calendar With bell/music option to signify beginning or end of shifts Rechargeable Ni-CD Battery pack for printing during power failures Power: 220 Volts Dimensions: 16.5 cm (D) x 15 cm (W) x 18 cm (H)	17,800.00	17,800.00
1	unit	<b>Binding and Punching Machine</b> Specifications: Equipped with two (2) hand lever system for punching and binding 330mm punching width and adjustable to any format, diameter, gauge and comb binder control Individual adjustable punching dies with variable margin depth Manual Binding Capacity: 50mm or 425 sheets of paper (70gsm) (max.)  <b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number  <b>Additional required document (to be submitted by the winning bidder before issuance of Purchase Order):</b> 3. Duly notarized Omnibus Sworn Statement (OSS)  (For Various DOF Office Use)	23,000.00	23,000.00
				<b>96,800.00</b>

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. : \_\_\_\_\_



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Canvassed by: \_\_\_\_\_

Supplier : \_\_\_\_\_

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.