



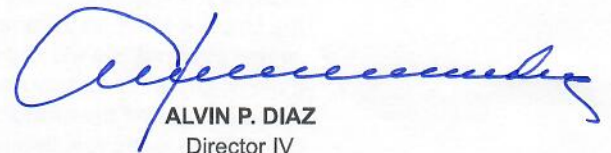
REQUEST FOR QUOTATION

RFQ No.: 2024-04-0036

Date : April 5, 2024

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
Procurement of Various Office Tools and Equipment				
11	unit	Calculator	₱845.25	₱9,297.75
5	unit	Numbering Machine	₱990.00	₱4,950.00
5	unit	Puncher	₱2,950.00	₱14,750.00
4	unit	Printing Calculator	₱7,000.00	₱28,000.00
1	unit	Binding and Punching Machine	₱12,500.00	₱12,500.00
4	unit	Laminating Machine	₱5,302.44	₱21,209.76
11	unit	Paper Shredding Machine	₱13,596.00	₱149,556.00
2	unit	Paper Trimmer/Cutting Machine	₱9,297.60	₱18,595.20
5	unit	Electronic Time Stamp Machine	₱14,729.00	₱73,645.00
<i>(please see attached Technical Specifications for compliance)</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 upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱332,503.71

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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5	unit	Numbering Machine		
5	unit	Puncher		
4	unit	Printing Calculator		
1	unit	Binding and Punching Machine		
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11	unit	Paper Shredding Machine		
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TOTAL AMOUNT				

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Canvassed by:

Supplier : _____
By : _____
Tel. No.: _____
TIN : _____

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
PROCUREMENT OF VARIOUS OFFICE TOOLS AND EQUIPMENT
 RFQ No. 2024-04-0036 dated April 5, 2024

Item No.	Item Description	Qty.	Brand/Model Offered
1	<u>CALCULATOR</u> <ul style="list-style-type: none"> ● 12 Digits ● Desktop type ● Regular percentage computations ● 2-way power (solar and battery) ● Extra large display 	11 units	
2	<u>NUMBERING MACHINE</u> <ul style="list-style-type: none"> ● Wheels: 3 digits ● Ink color: Blue ● Material: Metal 	5 units	
3	<u>PUNCHER</u> <ul style="list-style-type: none"> ● Heavy Duty ● 2-Hole punch ● 6mm hole diameter ● Punching capacity: 150 pages/80g 	5 units	
4	<u>PRINTING CALCULATOR</u> <ul style="list-style-type: none"> ● 14 digits ● 4.4 line-per-second printing ● 2-color printing ● Regular percent ● Line printing for higher speed, superior print quality, and quieter operation ● Tax calculations ● Cost/Sell/Margin calculations ● Mark-up/Mark-down calculations ● Rounding selector ● Decimal selector ● Key rollover ● Large display ● Durable Anti-fade Keys 	4 units	
5	<u>BINDING AND PUNCHING MACHINE</u> <ul style="list-style-type: none"> ● Heavy Duty ● Punches up to 20 sheets at a time ● Binds up to 300 sheets with a 1 ½" comb ● Built-in comb storage tray with document thickness guide 	1 unit	
6	<u>LAMINATING MACHINE</u> <ul style="list-style-type: none"> ● Heavy-Duty Equipment ● Maximum Size: A3 Document ● Feature: Hot and Cold Laminator ● Max. Laminating Width: 230mm ● Lamination Pouch Thickness: 75-125 mic 	4 units	

	<ul style="list-style-type: none"> • Warm-up time: 3-5 minutes • Indicator: LED Power (red), LED Power (green) • With ABS switch (for clearing jams) • No blistering, automatic shutdown, overheating 		
7	<p><u>PAPER SHREDDING MACHINE</u></p> <ul style="list-style-type: none"> • Heavy-Duty Equipment • 220mm throat width • 20 Liters Bin Capacity • With auto, off and reverse function • Can shred papers, clips, CDs, cards 	11 units	
8	<p><u>PAPER TRIMMER/CUTTING MACHINE</u></p> <ul style="list-style-type: none"> • Heavy-Duty Stack Paper Cutter • Max Cutting Size: A3 (43cm) • Max cutting thickness: 40mm • Feature: All metal structure • Suitable for cutting stack paper, book, document, magazine etc. 	2 units	
9	<p><u>ELECTRONIC TIME STAMP MACHINE</u></p> <ul style="list-style-type: none"> • Selectable printing order up to 30 sets • Customizable printing order with three (3) separate lines maximum for setting • Built-in buzzer and output signal function • 13 preset comments such as: SENT, IN, OUT, PAID, FAXED or VOID • With illuminating LED which makes the document easily set correctly and easy to operate for efficient printing • Easy to read, large visible window, shows the date, time and day of the week • Perpetual calendar, automatically adjust Daylight Saving Time (D.S.Y.) • Asterisk (*) marks irregular attendance • With rechargeable NICD battery pack which provides energy for prints during power failures (optional) • Power Rating: 220V/ AMP: 0.2A 	5 units	

Note: With warranty for all the office equipment.

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.: _____