



REQUEST FOR QUOTATION

RFQ No. : 2026-03-0025

Date : March 09, 2026

The **Department of Finance (DOF)** through its Bids and Awards Committee (BAC), intends to procure the project **Procurement of Various Office Equipment** with an Approved Budget for the Contract (ABC) of **One Hundred Sixty Two Thousand One Hundred Eighty Eight Pesos and 74/100 Only (Php162,188.74)** through Section 34 - Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the BAC Chairperson and to the given address below, on or before **3:00 PM of March 16, 2026**, subject to the compliance with the Terms and Conditions provided in this Request for Quotation (RFQ):

ASSISTANT SECRETARY DAKILA ELTEEN M. NAPAO

Chairperson, Bids and Awards Committee

Telephone No. 02 5317 6363 local 2186

Email Address: bac@dof.gov.ph

Interested bidder shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

a. Valid Mayor's/Business Permit

b. PhilGEPS Registration Number

***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.*

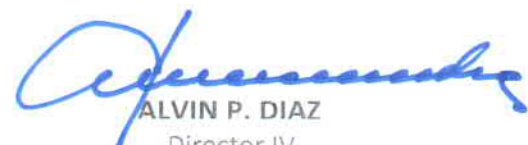
c. Duly notarized Omnibus Sworn Statement (for ABCs above Php50,000.00)

Template may be accessed through this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf

d. Latest Income/Business Tax Return (for ABCs above Php500,000.00)

The Head of the Procuring Entity (HoPE) of the DOF reserves the right to reject any and all quotations, declare failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

For any clarification, you may contact the BAC Secretariat at 02 5317 6363 local 2186 or send an email to bac@dof.gov.ph.



ALVIN P. DIAZ

Director IV

Central Administration Office

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ except when the latest version of the RFQ only pertains to deadline submission.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below:

In case a prospective supplier/service provider submit a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at bac@dof.gov.ph
5. Quotations, including the documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literature, 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. Any alterations, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.
3. All prices quoted herein are valid and binding for a period of sixty (60) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all applicable taxes.
5. Bidder shall be responsible for the source of his equipment.
6. The Department of Finance 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.
7. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO)/Job Order (JO)/ 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/JO 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.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DOF may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if items being offered is for free.

Procurement of Pantry Supplies				
QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
3	unit	Time Stamp Machine	₱14,690.00	₱44,070.00
4	unit	Paper Shredder Machine, Heavy Duty	₱22,600.00	₱90,400.00
1	unit	Laminating Machine, Heavy Duty	₱7,675.00	₱7,675.00
2	unit	Paper Trimmer/ Cutting Machine, table top	₱10,021.87	₱20,043.74
		*****nothing follows*****		
TOTAL AMOUNT (inclusive of all applicable taxes):				₱162,188.74

Approved Budget for Contract	Total Offered Quotation <i>(inclusive of all applicable taxes)</i>
Amount of Approved Budget of Contract (₱162,188.74)	In words:
	In figures:

Terms of Payment:

Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within twenty (20) days after receipt of billing and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name (should be the exact account name as registered in the bank)

Bank Branch: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile No.

TECHNICAL SPECIFICATIONS
PROCUREMENT OF VARIOUS OFFICE EQUIPMENT
RFQ No. 2026-03-0025 dated March 9, 2026

I. PROJECT SCOPE

The prospective supplier shall bid for the following item/s:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Time Stamp Machine	3	₱44,070.00
2	Paper Shredder Machine, Heavy Duty	4	₱90,400.00
3	Laminating Machine, Heavy Duty	1	₱7,675.00
4	Paper Trimmer/ Cutting Machine, table top	2	₱20,043.74

II. TECHNICAL SPECIFICATIONS

Detailed minimum specifications of the items to be procured:

Item	Specifications
1. TIME STAMP MACHINE	<ul style="list-style-type: none"> • Selectable printing order up to 30 sets for choice • Customizable printing order, 3 separate lines maximum for setting • Built-in buzzer and output signal function • The illuminating LED makes it easier to set the document correctly and operate the printing efficiently • Easy to read large visible window shows date, time, and day of the week • 13 preset comments such as SENT, IN, OUT, PAID, FAXED, or VOID • Perpetual calendar, automatically adjust Daylight Saving Time (D.S.Y.) • Asterisk (*) marks irregular attendance • Rechargeable NICD battery pack provides energy for prints during failures (optional) • Power Rating: 220V • AMP: 0.2A • Warranty: Minimum one (1) year
2. PAPER SHREDDER MACHINE, HEAVY DUTY	<ul style="list-style-type: none"> • 24-sheet cross-cut paper shredder • Shreds up to 24 sheets of paper (20-lb. bond paper) with dedicated slot to shred credit card or CD/DVD (one at a time) • 660 watts power • Run time: 40 mins. On / 45 mins. Off • 8.7" (22 cm) paper entry width size • 26.5 Liters removable convenient Pull-Out Bin for easy disposal • Paper shred size: 4.0mm x 38mm • With caster wheels for easy moving

	<ul style="list-style-type: none"> • With LED indicator for Standby/Overload/Overheat/Door Open/Bin Full • Auto start/stop function • Anti-Jam: Reverse function • Dimensions: (L)38 x (W)28 x (H)59.7 cm
<p>3. LAMINATING MACHINE, HEAVY DUTY</p>	<ul style="list-style-type: none"> • Ready to laminate in just 60 seconds with InstaHeat Technology • Laminates A4 size documents in 80-125 micron pouches • Laminator feed sensor indicates when a document has been misfed and stops the laminating process allowing the pouch to be released and realigned • Auto shut off after 30 minutes of inactivity, reducing energy consumption • Lamination speed of 30cm/minute • Includes 10-pouch laminating starter kit • For use in small office environments • Jam Prevention Features: Release • Energy Efficient Features: Auto Shut Off • Throat Width (inches): 12.5 • Heat-up Time (minutes): 1 • Maximum Laminating Speed (inches/minute): 12 • Material Type: ABS • Maximum Pouch Thickness (mil): Up to 5 mil • Number of Rollers: 2 • Photo Capable: Yes • Usage: Moderate • Size: A4
<p>4. PAPER TRIMMER/ CUTTING MACHINE, TABLE TOP</p>	<ul style="list-style-type: none"> • Type: Heavy-duty manual paper trimmer (guillotine type) • Cutting Capacity: Minimum of 10-20 sheets (70-80 gsm) per cut • Cutting Length: At least 12 inches (A4 size compatible) or longer • Blade Material: High-grade stainless steel or hardened steel blade • Base Material: Sturdy metal or reinforced wooden base with non-slip rubber feet • Safety Features: <ul style="list-style-type: none"> - Transparent safety guard - Blade lock mechanism - Finger protection guard • Measurement Guide: <ul style="list-style-type: none"> - Printed gridlines in inches and millimeters - Standard paper size markings (A4, A5, Letter, Legal) • Clamp Mechanism: Adjustable paper clamp for stable and precise cutting • Durability: Suitable for frequent office use • Warranty: At least six (6) months against manufacturing defects

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.

IV. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement.

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.: _____



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Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Phone No.: _____