



## REQUEST FOR QUOTATION

Date : October 6, 2022

Purchase Quotation No.: 277-2022

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>Paper Shredder</b> Shreds 12 sheets per pass into 4x38mm cross-cut particles Cut Type Cross-Cut Cut Size 4x38mm 23 litre pull-out bin for easy emptying Maximum Run Time (minutes) 10 on / 20 off Number Of Users 1-3 Anti-Jam Technology 100% Jam Proof Energy Savings Energy Savings System Can Shred - Staples, Credit Cards, Paper Clips, CDs/DVDs Basket Type Pull-out Bin	20,000.00	40,000.00
3	unit	<b>Paper Shredder</b> Specs: Shreds continuously for 30 mins. 10-15 sheets Capacity (a4) 4x35 mm cross-cut particles -on/off-forward-Auto reverse -Energy saving technology power off after 30 mins of no use. -Basket Volume: 23L -Shred staples, small paper clips, credit cards and CD's	14,800.00	44,400.00
17	pc	<b>Air Purifier (Portable Necklace)</b> Specs: Running Time: Can work up to 160-180 hrs Modes: Two Modes Negative Ions (high gear): >120million pcs/cm3 Negative Ions (low gear): >100million pcs/cm3 Noise Effective Area: <15db Effective Area: 1 cubic meter Size(LxWxH): 85x40x23 mm Net Weight: 48g Battery: Built-in rechargeable lithium-ion battery Charge time: 3-3.5 hours Power:<0.2w Cycle Life >500 times Includes: Lanyard, USB charging Cable, and User's Manual Color: Black or White	3,100.00	52,700.00
5	unit	<b>Portable USB Bluetooth Speaker Phone and Microphone</b> Connectivity: Bluetooth, USB Can connect to PC, Tablet, Laptop or Smartphone Slim and compact design Plug and Play Microphone type: Omnidirectional Microphone Microphone frequency range: USB mode & Bluetooth mode 150Hz to 6.5KHz Speaker Size: 120mm x 33mm Speakerphone Weight: 195.4g Speaker frequency range: Wideband – Response from 250Hz to 14KHz Speaker bandwidth – Music mode: Wideband – Response from 250Hz to 14KHz Speaker bandwidth – Conference mode: 250Hz to 7.5kHz (wideband), 250Hz to 3.5kHz (narrowband)	12,000.00	60,000.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	unit	<b>Heavy Duty Laminating Machine A3</b> <i>Specs: Laminate with multiple safety option Film Thickness: upto 10mils Laminating Speed:25in per Minute Warmup Speed:4-6mins Anti-Jamming Features: Reverse Mode</i>	4,000.00	<b>4,000.00</b>
1	unit	<b>Heavy Duty Laminating Machine A3</b> <i>Specs: Laminate with multiple safety option Film Thickness: upto 10mils Laminating Speed:25in per Minute Warmup Speed:4-6mins Anti-Jamming Features: Reverse Mode</i>	4,500.00	<b>4,500.00</b>
1	unit	<b>Binding and Punching Machine</b> <i>The 24 rectangular holes, adjust all of pull-push pins Margin adjustable range: 2.5mm-6.5mm The Maximum punch ability: 20pages (80gsm) PVC 6sheets The maximum binding ability: 500pages Hole distance: 14.3mm Metal Body</i>	17,250.00	<b>17,250.00</b>
1	unit	<b>Date and Time Stamp</b> <i>Date and Time Stamp with Digital LCD Display Bundy clock recorder, time recorder Time Stamping Machine Customize 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</i> <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)	15,000.00	<b>15,000.00</b>
<i>Page 2 of 2</i>				<b>237,850.00</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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1	unit	<b>Date and Time Stamp</b> <i>Date and Time Stamp with Digital LCD Display</i> <i>Bundy clock recorder, time recorder</i> <i>Time Stamping Machine</i> <i>Customize printing order, 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> <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)		
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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 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.