



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Blvd. corner P. Ocampo St., 1004 Manila




REQUEST FOR QUOTATION

RFQ No.: 2024-05-0063

Date : May 22, 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
1	lot	PROCUREMENT OF VARIOUS OFFICE EQUIPMENT SEE ATTACHED TECHNICAL SPECIFICATIONS	93,000.000	93,000.00
		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 Job Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱93,000.00

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 15 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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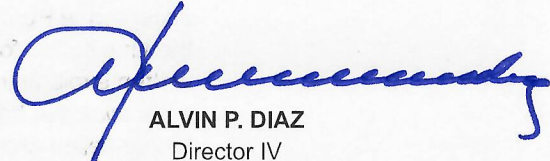
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GENERAL CONDITIONS

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.

TECHNICAL SPECIFICATIONS
PROCUREMENT OF VARIOUS OFFICE EQUIPMENT
RFQ No. 2024-05-0063 dated May 22, 2024

I. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Procurement of Various Office Equipment	1 LOT	₱93,000.00

II. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured

Item Description	Quantity	Unit Cost	Total Cost
A. LAMINATING MACHINE <input type="checkbox"/> Hot and Cold with Temperature Range of 80-180 <input type="checkbox"/> Power Supply: 220-240v 60Hz <input type="checkbox"/> Power Consumption: 620 watts <input type="checkbox"/> Max. laminating width: 330mm. <input type="checkbox"/> Can laminate with up to A3 document size <input type="checkbox"/> Temperature/Cold Control and Reverse Control <input type="checkbox"/> "On" Switch; "Heat" Light; "On" Light	1 unit	₱8,000.00	₱8,000.00
B. ELECTRONIC TIME STAMP MACHINE <input type="checkbox"/> Selectable printing order up to 30 sets for choice <input type="checkbox"/> Customizable printing order, three (3) separate lines maximum for setting <input type="checkbox"/> Built-in Buzzer and output signal function <input type="checkbox"/> With illuminating LED which makes it easier to set the document correctly and to operate the printing efficiently <input type="checkbox"/> Easy to read large visible window; shows the date, time and day of the week	1 unit	₱25,000.00	₱25,000.00
C. PAPER SHREDDER MACHINE (HEAVY-DUTY) <input type="checkbox"/> Jam Prevention Features: 100% Jam Proof System <input type="checkbox"/> With Electronic Auto Start/Stop <input type="checkbox"/> With Bin Full Light <input type="checkbox"/> Can shred staples, credit cards, paper clips, CDs/DVDs, junkmail <input type="checkbox"/> DIN Level-Paper: P-4 <input type="checkbox"/> Energy Efficient Features: Energy Savings System <input type="checkbox"/> Paper Entry Width: 9 inches <input type="checkbox"/> Bin Capacity (gallons) 14 <input type="checkbox"/> Sheet Capacity: 20 sheets	2 units	₱30,000.00	₱60,000.00
Total Amount			₱93,000.00

III. SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery to the project site:

No.	Description	Delivery Schedule
1	Procurement of Various Office Equipment	15CD upon receipt of the PO

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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