



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



REQUEST FOR QUOTATION

RFQ No.: **2024-06-0081**

Date : June 18, 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	SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT <i>SEE ATTACHED TECHNICAL SPECIFICATIONS</i>	₱70,596.00	₱70,596.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>***For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9134 shall remain current and updated.</i> Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱70,596.00

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 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 : _____



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




REQUEST FOR QUOTATION

RFQ No.: **2024-06-0081**

Date : _____

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	SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT <i>SEE ATTACHED TECHNICAL SPECIFICATIONS</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 <i>***For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				

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 : _____

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
SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT
Request for Quotation (RFQ) No. 2024-06-0081 dated June 18, 2024

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Supply and Delivery of Various Office Equipment	1 lot	₱70,596.00

B. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

Item Description	Qty	Unit Cost	Total Cost
1. PAPER SHREDDING MACHINE <input type="checkbox"/> Shredder Application: Small Office <input type="checkbox"/> Shredder Series: Oil-Free <input type="checkbox"/> Security Level: P-4 <input type="checkbox"/> Cut Type: Cross Cut <input type="checkbox"/> Sheet Capacity: Up to 12 <input type="checkbox"/> Shreddable Materials: Paper, Paper Clips, Staples, Credit Cards <input type="checkbox"/> Cut Size: 1/8 x 1 9/16 inch <input type="checkbox"/> Bin Capacity: 8 gallons <input type="checkbox"/> Speed: 22 ft/min <input type="checkbox"/> Feed Width: 9.5 inch <input type="checkbox"/> Noise Level: 44db <input type="checkbox"/> Recommended No. of Users: 2-4 <input type="checkbox"/> Weight: 46 lb <input type="checkbox"/> Dimensions(L x W x H): 13.75 x 17 x 24.75 inch <input type="checkbox"/> <i>Warranty: at least twelve (12) months</i>	2 units	₱28,500.00	₱57,000.00
2. PAPER SHREDDING MACHINE <input type="checkbox"/> 220mm throat width <input type="checkbox"/> 20 Liters Bin Capacity <input type="checkbox"/> With auto, off and reverse function <input type="checkbox"/> Can shred papers, clips, CDs, cards <input type="checkbox"/> <i>Warranty: at least twelve (12) months</i>	1 unit	₱13,596.00	₱13,596.00
TOTAL AMOUNT			₱70,596.00

C. SCHEDULE OF REQUIREMENTS

The schedule stipulates hereafter a delivery date, which is the delivery date to the project site:

No.	Description	Delivery Schedule
1	Supply and Delivery of Various Office Equipment	30CD upon receipt of the PO

D. 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.: _____

TECHNICAL SPECIFICATIONS
SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT
Request for Quotation (RFQ) No. 2024-06-0081 dated June 18, 2024

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Supply and Delivery of Various Office Equipment	1 lot	₱70,596.00

B. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

Item Description	Qty	Unit Cost	Total Cost
1. PAPER SHREDDING MACHINE <input type="checkbox"/> Shredder Application: Small Office <input type="checkbox"/> Shredder Series: Oil-Free <input type="checkbox"/> Security Level: P-4 <input type="checkbox"/> Cut Type: Cross Cut <input type="checkbox"/> Sheet Capacity: Up to 12 <input type="checkbox"/> Shreddable Materials: Paper, Paper Clips, Staples, Credit Cards <input type="checkbox"/> Cut Size: 1/8 x 1 9/16 inch <input type="checkbox"/> Bin Capacity: 8 gallons <input type="checkbox"/> Speed: 22 ft/min <input type="checkbox"/> Feed Width: 9.5 inch <input type="checkbox"/> Noise Level: 44db <input type="checkbox"/> Recommended No. of Users: 2-4 <input type="checkbox"/> Weight: 46 lb <input type="checkbox"/> Dimensions(L x W x H): 13.75 x 17 x 24.75 inch <input type="checkbox"/> <i>Warranty: at least twelve (12) months</i>	2 units		
2. PAPER SHREDDING MACHINE <input type="checkbox"/> 220mm throat width <input type="checkbox"/> 20 Liters Bin Capacity <input type="checkbox"/> With auto, off and reverse function <input type="checkbox"/> Can shred papers, clips, CDs, cards <input type="checkbox"/> <i>Warranty: at least twelve (12) months</i>	1 unit		
TOTAL AMOUNT			

C. SCHEDULE OF REQUIREMENTS

The schedule stipulates hereafter a delivery date, which is the delivery date to the project site:

No.	Description	Delivery Schedule
1	Supply and Delivery of Various Office Equipment	30CD upon receipt of the PO

D. 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.: _____