

**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project : PAPER SHREDDER **Date** : 30 OCTOBER 2019
PR No. : 2019-07-0864 **Quotation No.** : 2019-10-0318
Approved Budget for the Contract : TWENTY EIGHT THOUSAND PESOS (P28,000.00) **Procurement Method** : Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than November 4, 2019 at 04:00 pm at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment:**

- Mayor's / Business Permit
- PhilGEPS Registration Number
- BIR 2303
- Omnibus Sworn Statement
- Professional License/Curriculum Vitae (Consulting Services)
- PCAB License (Infra.)
- NFCC (Infra.)

Company Name : _____
Address : _____
Email : _____ **TIN No** : _____
Representative : _____ **Contact No.** : _____

Item No.		Qty	Unit	Unit Price	Total
	PAPER SHREDDER Power Consumptions : 350watts Shred Capacity : atleast 11 sheets per pass Shreds Paper, Staples, CDs/DVDs & Credit Cards Throat width : 230mm Entry Throat (A4) Bin Capacity : atleast 300 sheets – 30 litres Security Lever : atleast P2 (stripcut) Continuous ON/OFF Duty Time 60mins/10mins	1			P _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

Printed Name / Signature

Date