



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 17 April 2023

REQUEST FOR QUOTATION OF PRICES

Dear Sir/Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: From: 20 April 2023, 12:00NN

QTY	UNIT	PARTICULARS	Statement of Compliance	Unit Cost	Total Amount
2	Pc	PROCUREMENT OF HEAVY DUTY SHREDDER		PHP 49,000.00	PHP 98,000.00
		Specification:			
		<ul style="list-style-type: none">• No Oil Needed (Oil Free) for Shredder Lubrication			
		<ul style="list-style-type: none">• Heavy Duty & Durable paper shredder with steel cutting Rollers that has a powerful motor can accommodate mass shredding			
		<ul style="list-style-type: none">• Integrated light barrier for automatic start & stop			
		<ul style="list-style-type: none">• Auto stop and stop auto reverse			
		<ul style="list-style-type: none">• Automatic motor cut-off			
		<ul style="list-style-type: none">• Power saving mode			
		<ul style="list-style-type: none">• Extremely quiet operation			
		<ul style="list-style-type: none">• High-quality wooden cabinet			
		<ul style="list-style-type: none">• Wide opening door			
		<ul style="list-style-type: none">• Convenient swivel caster			
		<ul style="list-style-type: none">• IEC connector			
		<ul style="list-style-type: none">• Entry width at least 260mm			
		<ul style="list-style-type: none">• Minimum Dimensions: HxWxD (865mm x 545mm x 435mm)			
		<ul style="list-style-type: none">• Payment shall be paid after submission of sales invoice and delivery receipt and other related documents subject to existing accounting and auditing rules and regulations. All payments shall be inclusive of all applicable taxes and other lawful charges.			
	Purpose	To be used by HRMO's various offices for shredding confidential & sensitive documents.			
		Approved Budget for the Contract (ABC)			PHP 98,000.00

Company Name / Supplier: _____

Address and Telephone No: _____

Company Name / Supplier: _____

Address and Telephone No: _____

Email: _____

Contact Person: _____

Thank you,


CHRISTOPHER B. MONTERO
Assistant Secretary, HRMO

