



**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
MINDANAO**

Email Address: [mindanao.dfa@dfa.gov.ph](mailto:mindanao.dfa@dfa.gov.ph)  
Tel No.: (082) 225-1099

Date: 23 July 2024

**REQUEST FOR QUOTATIONS OF PRICES**

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 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 delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Delivery address must be at **DAFA Mindanao, Door 1, 3<sup>rd</sup> Flr. SM City Davao, Quimpo Blvd., Ecoland, Davao City** and delivery cost (if any) must be included in the quotation.
7. Deadline of Submission of quotation is on **26 July 2024** at 12:00NN.
8. **The Service Provider must be able to provide the following documents:**
  - BIR Income Tax Return
  - Valid Mayor's/Business Permit
  - Valid PhilGEPS Certification / Registration

| QTY. | UNIT | PARTICULARS  | TOTAL AMOUNT (VAT INCLUSIVE) |
|------|------|--|------------------------------|
| 1    | Unit | Heavy duty document shredder:<br><b>Specifications:</b> <ul style="list-style-type: none"> <li>• Manual shredding capacity - 20-25 sheets</li> <li>• Capacity - 100 liters</li> <li>• Type of shredding - Cross-cut/Micro-cut</li> <li>• Anti-jam and with auto power-sleep for energy saving &amp; safety</li> <li>• 2-year service warranty</li> </ul> |                              |
|      |      | *****nothing follows*****  |                              |
|      |      |  | ABC PhP72,013.70             |

|                                    |  |
|------------------------------------|--|
| <b>COMPANY NAME / SUPPLIER:</b>    |  |
| <b>ADDRESS:</b>                    |  |
| <b>EMAIL ADD &amp; CONTACT NO:</b> |  |

PREPARED BY:

  
**AMOR H. BAYOG**  
Property Officer