



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF CONSULAR AFFAIRS

REQUEST FOR QUOTATION OF PRICES

Date: 07 MAY 2025

Sir/Madam:

Please submit your formally detailed lowest price quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal 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;
4. Payment will only be affected by strict compliance with the usual prescribed accounting and auditing requirements; and
5. Deadline for Submission of Quotation: 13 MAY 2025 at 12:00nn.

QTY	UNIT	PARTICULARS	AMOUNT
2	Unit	Heavy Duty Shredder Capacity: Auto-feed up to 300 sheets, manual feed 9–11 sheets Cut Type: Cross-cut, 3/16" x 5/8" (P-4 security level) Shreds: Paper, staples, paper clips, credit cards, CDs/DVDs Bin Capacity: 11 gallons (40 liters) Features: Oil-free, jam protection, continuous run, quiet (60 dB) Size & Weight: 27.5" x 14" x 16", ~41 lbs (18.6 kg) Extras: User-friendly panel, swivel casters, auto shut-off for safety	
2	Unit	Heavy Duty Laminator Max Width: 13 inches (A3 size) Rollers: 4 rollers for smooth lamination Laminating Modes: Hot & cold Preheat Time: 4–5 minutes Max Thickness: Up to 1 mm Speed: 0.5 meters/minute Temperature: 80°C–180°C (adjustable) Functions: Forward, reverse, anti-jam Power: 220V, 420W Dimensions: 510 x 195 x 110 mm Weight: 6.5 kg	
		APPROVED BUDGET FOR THE CONTRACT (ABC)	113,300.00

Please provide your best offer, fill-out the details below, and submit this form along with your quotation and government requirements.

Company Name / Supplier : _____

Address and Contact Number : _____

Contact Person : _____

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AVA ELSA B. ARCILLA
for: Administrative Officer, OCA *Ar*