



Office of the President of the Philippines
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

REQUEST FOR QUOTATION

10 November 2016

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| A. <i>Name of the Project:</i> | Procurement of Supply and Delivery of 9 Units Paper Shredder |
| B. <i>Source of Fund:</i> | Government of the Philippines. |
| C. <i>Approved Budget for the Contract (ABC):</i> | Two Hundred Twenty Five Thousand Pesos (PhP225,000.00) |
| D. <i>Mode of Procurement:</i> | Negotiated Procurement – Small Value Procurement (R.A. 9184) |
| E. <i>Documentary Requirements:</i> | <ol style="list-style-type: none">1) Mayor's/ Business Permit;2) PhilGEPS Registration Number;3) Latest Income/ Business Tax Return;4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184. |
| F. <i>Terms and Conditions:</i> | <ol style="list-style-type: none">1. The ABC is inclusive of applicable taxes.2. The bid offer must be valid for Thirty (30) calendar days upon receipt by the procuring entity.3. Bid offer exceeding the BAC shall be automatically disqualified.4. The HoPE or its duly authorized representative reserves the right to invoke sec. 41 of the 2016 IRR of RA 9184.5. Together with other compliance of documentary requirements, submit a detailed matrix compliance with technical specifications required below.6. Closing date will be after three (3) days from the first day of publication in Philgeps per 2016 IRR of RA 9184. |

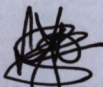
Technical Specifications:

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| 1) Shreds | 18 sheets of paper per pass cross-cut particles; shreds staples, credit cards, paper clips, CDs/DVDs, junk mail |
| 2) Cooling System | Runs for up to 30 minutes before a cool down period is needed |
| 3) Security Features | Jam Proof System eliminates paper jams and powers through tough jobs |
| 4) Safety Features | Safe Sense Technology stops shredder when hands touch the paper opening |
| 5) Capacity | 9-gallon pull-out bin with LED bin-full indicator |

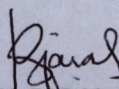
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| 6) Weight | 9kg |
| 7) Certificate | Product bears approval of safety. |
| 8) Power | 220-volt input voltage with voltage regulator |
| 9) Warranty | ONE YEAR PARTS AND SERVICE WARRANTY |

May we request for your lowest price quotation for the procurement of the above mentioned project. The contract will be awarded to the **lowest quotation** and **responsive** to our specifications and requirements. Please submit your quotation, duly signed by your representative, in a sealed envelope addressed to **LIANA JOYCE PARUNGAO**, Agustin I Bldg. F. Ortigas Jr, Road Ortigas Center Pasig City on or before November 15, 2016. Tel. No. 6360701 local 813.

Sincerely,


LIANA JOYCE PARUNGAO
Admin Assistant IV

Noted by:


RIZZA LIZZA FARAL-SUNGA
Head Property and Supply Section

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After having carefully read and accepted your terms and conditions, our best offer for the procurement of the above listed goods is _____ amount in words _____ (PhP _____ .00). We bind ourselves to deliver the above goods **seven (7) calendar days** from receipt of your Notice of Award.

Company Name:	_____
Authorized Representative:	_____
Signature:	_____
Position:	_____
Contact No.:	_____
Address:	_____