



Standard Form Number: SF-GOOD-60
Revised on: January 08, 2018
Standard Form Title: Request For Quotation

Company Name: _____
Address: _____
PhiIGEPS Reg. No. _____

Date: _____
Quotation No.: 2025042900128

Please quote you lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____, 2025.

MARY GRACE D. MANGAO
DATA ENCODER

Tel/Fax No.: (02) 8817-3168

General Conditions:

- 1. All entries must be typewritten/accurate/readable.
- 2. Delivery period must be within seven (7) calendar days only.
- 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
- 4. Price validity must be within thirty (30) calendar days.
- 5. Bidders must submit Certificate of PhilGEPS registration, updated Business Permit?Mayor's Permit, Notarized Omnibus Sworn Statement (for ABC's above 50k), and Income or Business Tax Return for ABC's above 500k.
- 6. Bidders shall submit original brochures showing specifications of product being offered.
- 7. According to BIR Revenue Regulatios No. 017-2024, the final settlement requires the presentation of an updated BIR tax clearance. Non-submission of a tax clearance entitles SHFC to suspend payment for any goods or services delivered.

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)

Item No.	Item and Description	QTY	Approved Budget (In Php)	BID Price
A-001-890	<p>Paper Shredder-Product characteristics</p> <ul style="list-style-type: none">• Innovative, space-saving auto-feed system for automatic feeding of paper stacks with up to 200 sheets (A4, 80g/m²).• Manual input of up to 10 sheets simultaneously (working width 220 mm).• Intuitive operation via a new LCD display showing operating status.• Push buttons for forward / stop / reverse.• Automatic start and stop via light sensor.• Automatic power-off after 15 minutes of inactivity.• Quiet, powerful, and energy efficient motor. Safe use of the device through a comprehensive safety package.• Removable shred bin with a large viewing window as a fill level indicator and automatic shutoff when the container is full..• Collection volume of 26 liters. Mobile with lockable casters.• Destroys staples and credit cards <ul style="list-style-type: none">• Level P-4 4x10 mm particle cut• Sheet capacity: 10 / Autofeed 200• Volume: 26L• Power: 230 V / 50 Hz• Motor capacity** : P-4 -276 Watt• Dimensions: 594 x 373 x 255 mm (HxWxD)• Weight: 11.6 kg	1	80,000.00	
	<p>Place of Delivery: 4TH FLOOR 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY</p> <p>Delivery Term: FOB Destination</p> <p>Term of Payment: 15 working days upon complete delivery</p>		80,000.00	

Brand and Model:

Delivery Period:

Warranty:

PriceValidity:

Payee's Name & TIN:

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

Printed Name / Signature

Tel. No. / Cellphone No

E-mail Address

Date