



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Paper Shredder"** in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: **Supply and Delivery of Paper Shredder**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **One Hundred Fifty Thousand Pesos (Php150,000.00) - inclusive of tax**

Specifications:  
**1LOT**

QTY	UNIT	DESCRIPTION
10	UNIT	<b>Paper Shredder</b> <i>Specifications:</i> Dimensions: 38.5 x 27.1 x 62.6cm Throat width: 220mm Throat Capacity: 15 sheets / 70gsm / A4 Gross Weight: 14kg Bin Volumes: 24L Shred size: 4.0 x 40mm Shred Speed: 2.0M / min Box Dimension: 47.0 x 35.0 x 70.0cm Continuous ON/OFF Duty Time 60mins / 10mins

Delivery Term: 7 calendar days  
Subject to Retention Money 1-5% of Contract Amount

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS



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Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **March 30, 2021** 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**RAQUEL G. DE JESUS**  
Acting Chief, General Services Division



Annex "A"

## PRICE QUOTATION FORM

Date:

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

**Project Name: Supply and Delivery of Paper Shredder**

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10	Unit	<b>Paper Shredder</b> <b>Specifications:</b> Dimensions: 38.5 x 27.1 x 62.6cm Throat width: 220mm Throat Capacity: 15 sheets / 70gsm / A4 Gross Weight: 14kg Bin Volumes: 24L Shred size: 4.0 x 40mm Shred Speed: 2.0M / min Box Dimension: 47.0 x 35.0 x 70.0cm Continuous ON/OFF Duty Time 60mins / 10mins		

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Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.



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Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)