

Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION

Date : 10/12/2021 4:45:45PM  
RFQ No. : RFQ-21-10-069  
Requisitioner : LCSS-GLC  
Canvasser : RONALD C. GONZALES

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-21-10-596** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of \_\_\_\_\_. Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. \_\_\_\_\_ / RFQ NO. \_\_\_\_\_, Assigned Canvasser: \_\_\_\_\_, CLOSING DATE: \_\_\_\_\_"

LIKewise, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) TO FORTY FIVE (45) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PhilGEPs AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

  
ATTY. MARIA VALENTINA S. CRUZ  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

**THE CHAIRMAN**  
Bids and Awards Committee  
c/o Secretariat, Bids and Awards Committee  
Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City  
Fax No. 552-6601 local 1602 or 552-6793

Sir: As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

| ITEM NO. | QTY | UNIT | ITEMS DESCRIPTION<br>(Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)   | APPROVED BUDGET                                      | UNIT PRICE<br>(Inclusive of all Taxes) | TOTAL |
|----------|-----|------|---|--|--|-------|
|          |     |      | <i>PR-21-10-596 (LCSS-GLC)</i>  |  |  |       |
| 1        | 1   | UNIT | <b>PAPER SHREDDER</b><br><br><i>Specifications:</i><br><ul style="list-style-type: none"> <li>• Shreds 10 sheets per pass into 4x35mm cross-cut particles (Security Level P-4)</li> <li>• Shreds continuously for up to 3 minutes</li> <li>• 23 liter bin with easy lift head</li> <li>• Shreds staples, small paper clips, credit cards and CDs</li> </ul> | <b>Php 10,000.00</b><br><br><i>Php10,000.00/UNIT</i> |  |       |

----- Nothing Follows -----

Remarks:

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY \_\_\_\_\_

TERMS OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT) \_\_\_\_\_ (Name of Company)

Address of Supplier \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Tel./Fax No./s \_\_\_\_\_

TIN \_\_\_\_\_

PhilGEPs Reg. No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name Authorized Representative)

**RECEIVED**

OCT 19 2021

BY: K TIME: 9:15  
PROCUREMENT, PPS