



REQUEST FOR QUOTATION
(Small Value Procurement 53.9)

Name of Project : Supply and Delivery of Various Office Equipment

Approved Budget for the Contract : Php 172,000.00

Location : PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila

Deadline of Submission : April 01, 2024 05:00 PM

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their


1. **Certified True Copy of Valid Mayor's Permit**
2. **PhilGEPS Registration Number**
3. **Duly Signed and Notarized Omnibus Sworn Statement**

Quotations shall be submitted in person to the PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat
PMO-NCR North Bids and Awards Committee
G/F, PMO-NCR North Admin. Bldg.,
Mel Lopez Boulevard, North Harbor, Tondo, Manila
Telefax No. #8245-2929
Email Address: afarino@ppa.com.ph

Very truly yours,


FRANCIS ALDRICH A. RUBIO
BAC Chairperson

REQUEST FOR QUOTATION

Date: _____

**MR. FRANCIS ALDRICH A.
RUBIO**

Chairperson, Bids and Awards
Committee
Port Management Office-NCR
North
Administration Bldg. Mel Lopez
Blvd.
North Harbor, Tondo, Manila

Dear Mr. Rubio;

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the **"Supply and Delivery of Various Office Equipment"** posted by your office, we hereby submit our proposal corresponding to your requirements.

| ITEM | QTY | UNIT | ITEM DESCRIPTION / TECHNICAL SPECIFICATIONS | UNIT PRICE | TOTAL AMOUNT |
|------|-----|------|--|---------------------|--------------|
| 1 | 3 | Unit | Heavy Duty, Paper Shredder (Please see attached technical specifications) | ₱ | ₱ |
| 2 | 3 | Unit | External Portable Drive 2TB (Please see attached technical specifications) | ₱ | ₱ |
| 3 | 5 | Unit | 3 in 1 Printer (Please see attached technical specifications) | ₱ | ₱ |
| 4 | 3 | Unit | Printer, DOT Matrix LX-310 (Please see attached technical specifications) | ₱ | ₱ |
| 5 | 10 | Unit | UPS 800VA (Please see attached technical specifications) | ₱ | ₱ |
| | | | | TOTAL AMOUNT | |

NOTE:

1. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least thirty (60) days from receipt of quotation and shall be binding upon the supplier within the period.
2. Delivery period shall be within fourteen (14) working days from receipt of Notice of Award/Purchase Order.

3. The P.O. shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
4. Terms of Payment within thirty (30) calendar days from date of acceptance.
5. Bidders shall submit with the quotations technical brochures of the products being offered.
6. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered official receipts.
7. Payments shall be made after delivery and upon submission of required supporting documents
8. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations.

Name of Company: _____

Delivery Period: _____

Warranty Period: _____

Price Validity: _____

After having carefully read and accepted your conditions above, I/We quote you on the item at prices specified in the quotation form

Print Name and Signature

Telephone Number

Email address

Date

TECHNICAL SPECIFICATIONS

Heavy Duty, Paper Shredder



- 10-sheet cross-cut paper shredder
 - Shreds up to 10 sheets of paper (20lb. bond paper) with dedicated slot to shred credit card or CD/DVD (one at a time)
 - 440 watts power
 - Run time: 3 mins. On / 30 mins. off
 - 9" (22.9cm) paper entry width size
 - 20 Liters removable bin for easy disposal
 - Paper shred size: 4.0mm x 37mm
 - Compact and portable design
 - With LED indicator for paper overload and shredder not align
 - With convenient handle design
 - Auto start/stop function
 - Anti-Jam: Reverse function
- Dimensions: (L)34 x (W)21 x (H)43 cm

External Portable Drive 2TB



Capacity: 2TB
Dimension: 4.52" x 3.07" x 0.461"
Weight: 126g
System Compatibility: Compatible with most Windows, macOS and Chrome OS Systems.
USB 3.0

3 in 1 Printer



Printer Type: Print

Print Maximum Resolution: 5760 x 1440 dpi

Print Speed - Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm*2

Print Speed - ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2

Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m2)

Paper Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2)

Maximum Paper Size: 215.9 x 1200 mm

Interface: USB 2.0

Printer, DOT Matrix LX-310



Print Method: Impact Dot Matrix

Control Panel: 4 switches and 5 LEDs

Print Direction: Bi-Direction with logic seeking

Number of Pins in Head: 9 Pins

Control Code: ESC/P and IBM PPDS emulation

UPS 800VA



Output Power Capacity: 450 Watts / 800 VA

Max Configurable Power (Watts): 450 Watts / 800 VA

Nominal Output Voltage: 230V, Line Interactive Waveform Type
Stepped approximation to a sinewave

Output Connections: (4) Universal Receptacle (Battery Backup)

Nominal Input Voltage: 230V

Input Frequency: 50/60 Hz +/- 5 Hz (auto sensing)

Input Connections: IEC-320 C14

Cord Length: 1.52 meters

Batteries & Runtime

Battery Type: Maintenance-free sealed Lead-Acid battery with
suspended electrolyte : leakproof

Communications & Management

Control panel: LED Status display with On Line : On Battery

Audible Alarm: Alarm when on battery : distinctive low battery
alarm : overload continuous tone alarm