



REQUEST FOR QUOTATION

CANVASS No. : 23-10-754
 Advertisement No. _____
 Purchase Request No. 23-10-754

Name of Supplier/Company : _____
 Company Address/Tel./Fax#: _____
 Philgeps Registration No. : _____
 BIR Tin No. : _____
 DBP Bank Account(No Bank Charge): _____
 If none DBP Bank Account, Charges May Apply to Suppliers Account

Gentlemen:

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than October 23, 2023.

HONEY GRACE M. IRIZARI
 Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	unit	Binding Machine 34 Holes		
			Specification and Product Details:		
			Max. punching (paper): 25 sheets (80gsm / 20lbs)		
			34 individual hardened punching pins, pre-set 3:1 pitch		
			Max. binding document size: Legal size		
			Wire size selector, wire holder ? YES		
			Variable Punching Margin: 2MM to 5MM		
			Rigid cast Aluminum case		
	1	unit	Paper Shredder (Heavy Duty)		
			Automatic Shredding of up to 150 sheets		
			Separate cutting unit and bin for CD's / DVD's		
			Technical data:		
			Feed opening: 220mm		
			Shredd size: 4x 10mm cross cut		
			Security level (DIN 66399): P-4		
			Sheet capacity (70 g/m2 80 g/m2): 615		
			Can also destroy: Credit cards		
			Volume shred bi: 30 Liters		
			Weight: 14.5 kg		
			Lifetime free service warranty		
			Power: 230V / 50Hz /1-200W		

NOTE :

1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
2. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.

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

 Canvasser Signature

 Printed Name / Signature
 of Supplier /Contractor

 Date

SDF-USO-206-003-01



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024
 For verification of the certificate please access: www.gcl-uk.com (Certification check and type the registration number)



WORLD'S
 UNIVERSITIES
 WITH REAL IMPACT

