

Republic of the Philippines
BIDS AND AWARDS COMMITTEE
 (Goods and Services)
 City Government of Baguio
 Baguio City

Standard Form No.: SF -GOODS-60
 Revised on: September 5, 2008
 Standard Form Title: Request for Quotation

Reference No : PR # 2020-08
 Shopping Solicitation No : SVP 1916
 Date : November 23,2020
 Obr # : 101-1051-20-10-02

Sir/Madam:
 Please quote your price of item/s listed below as per specifications, stating the shortest time of delivery.
 Please submit your quotation duly signed by you or your representative to the Bids and Awards Committee not later than 2:00 PM 12/1/2020 c/o the BAC Secretariat, City General Services Office, City Hall, Baguio City.
 You may fax your quotations through Telefax No. (074)424-5148.

We may purchase the item/s from your company if the offer is found to be reasonable and advantageous to the City Government of Baguio, but we reserve the right to accept or reject the offer or all quotations found not in order.

Thank you very much.

NOTE:
"PLEASE SEAL YOUR BIDS"

ATTY. LETICIA O. CLEMENTE
 BAC Chairperson and City Budget Officer

ITEM NO.	QTY	UNIT	DESCRIPTION	TOTAL ABC	BID PRICE PER UNIT	TOTAL BID PRICE
1	2	unit	SHREDDING MACHINE Shredder Material: Paper, CD/DVD Cutting Type: Cross cut Cutting Width: 4.5mm Particle Length: 30 mm Cutting Capacity: (80gsm): 8-10 sheets Intake Width: 240mm Container Volume: 34 liters Cutting Speed: 65mm/s Noise Level: 56 dB Power Consumption of the Motor: 500w Voltage: 230V Frequency: 50Hz Lifetime warranty on the cutting blades against manufacturing defects. With automatic document feeders shred stacks of paper with up to 150 sheets. Particularly low power consumption of 0.1 watt in standby mode. Anti-jam technology NOTE: There must be a service center in Baguio City.	100000.00		

PURPOSE: To be used for shredding unclaim triplicate copies of birth certificaes and other confidential documets to be disposed
 c/o Civil Registry Office

- NOTE:**
- 1) Delivery Period within _____ calendar days
 - 2) Price Validity shall be for a period of _____ calendar days
 - 3) Warranty (for equipments) _____ Minimum of 1 year
 Warranty (for repairs) _____ Minimum of three (3) months
 - 4) Bid Price should be inclusive of VAT and delivery charges
 - 5) **Please indicate the brand of your offer.**
For machines/equipment, please attach brochure.
 - 6) Unit prices must not exceed indicated line item price.

PHILGEPS REGISTRY NO. nlg
 BAC SECRETARIAT
 CITY GENERAL SERVICES OFFICE
 CITY HALL, BAGUIO CITY
 NOV 23 2020
 11/23/2020
 11/23-12/1/2020
 12/1/2020

Name of Establishment

Philgeps Registry No.

Printed Name and Signature of Bidder