

REQUEST FOR QUOTATION

Procurement of Economics Office Supplies

P.R. No./Date Received: 2023-04-0085 / 25 April 2023

RFQ No. / Date 2023-05-0077 / 18 May 2023

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Technical Specifications

This pro-forma quotation maybe submitted through **registered or electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurementunit@phcc.gov.ph and/or vvvelasco@phcc.gov.ph on or before **25 May 2023, 10:00 AM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**
- 10 Please note that the **award of the procurement is on a per item basis**.

Very truly yours,

ROMMEL R. OIRA
PBAC Secretariat Head

Item	QTY	ABC (per unit)	Total ABC	Project Title	Unit Cost (PhP)	Total Amount (PhP)
					(To be filled-out by the supplier)	
1	1	₱ 20,000.00	₱ 20,000.00	Paper Shredder		
2	15	₱ 850.00	₱ 12,750.00	Extension Cord		
3	12	₱ 3,900.00	₱ 46,800.00	Wireless Keyboard and Mouse		
				<i>(Please see attached Technical Specifications)</i>		
Total ABC			₱ 79,550.00	TOTAL Amount per Item <i>(Award of Procurement is on a per item Basis)</i>		
Delivery Instructions:				<i>(Please see attached Technical Specifications)</i>		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name: _____

Designation/Position: _____

Name of Company: _____

Address: _____

Telephone / Fax: _____

E-mail Address: _____

Company Tax Identification Number: _____





TECHNICAL SPECIFICATIONS

Item no. 1: PAPER SHREDDER				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
1	unit	<ul style="list-style-type: none"> Shredding Capacity: 8-20 sheets (70gsm) Multimedia Shredder: Paper, CD, Credit Cards & with Chip, Film Staple wire Waste Bin: Up to 20-30 Liters Duty Cycle: No Duty Cycle or One (1) to two (2) hours continuous Cut Type: Micro Cut / Cross Cut Motor thermal protection: 24-hour continuous duty motor without overheating or duty cycles. Indicator: Overheat/Overload, Jam, Full Bin. Forward and reverse function Low noise With Warranty 	PhP 20,000.00	PhP 20,000.00

Item no. 2: EXTENSION CORD				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
15	unit	<ul style="list-style-type: none"> Type: (1) 2 Way outlet or with ground (2) Universal Individual Switch Length: 1-3 meters Number of slots: 6 Gang 	PhP 850.00	PhP 12,750.00

Item no. 3: Computer Peripherals				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
12	unit	<ul style="list-style-type: none"> Keyboard Connection Type: Bluetooth Classic (3.0) Wireless range: 10 m (33ft) Software Support: Logi Options+ available on macOS® 10.14 or later and Windows® 10, 11 or later Battery type: 2 x AAA Battery: 24 months Mouse Sensor Technology: High-precision Optical tracking Sensor resolution: 1000 DPI Number of Buttons: 3 	PhP 3,900	PhP 46,800

	<ul style="list-style-type: none"> • Scroll Wheel: Yes- Mechanical • Scroll Buttons: Middle Button • Battery: 18 months • Battery type: 1 AA pre-installed battery • Wireless operating distance: 10 m (33ft) 		
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Approved by:



BENJAMIN E. RADO, JR., PhD
Director IV, Economics Office
Philippine Competition Commission

Conforme:

Name and Signature of
Authorized Representative: _____

Designation: _____

Company Name: _____

Date: _____