

**REQUEST FOR QUOTATION**

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **“Supply and Delivery of Two (2) Units Heavy Duty Paper Shredder”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the projects/activities/programs are as follows:

Name of Project:	Supply and Delivery of Two (2) Units Heavy Duty Paper Shredder for the ward Branches of BBG-Northern Luzon:	
	<b>Branch</b>	<b>No. of Units</b>
	Laoag	1
	San Fernando, La Union	1
	<b>Total</b>	<b>2</b>
Area of Delivery:	<b>Branch</b>	<b>Address</b>
	Laoag	DBP Bldg., A.G. Tupaz Ave. Barangay 10, San Jose, Laoag City, Ilocos Norte
	SFLU	Luco Bldg I, Brgy. Sevilla San Fernando, La Union
Contract Period	Thirty (30) calendar days upon signing of Purchase Order	
Specification:	See attached “Annex A” for complete specifications	
Approved Budget for the Contract	Seventy Thousand Pesos (₱70,000.00), inclusive of all taxes	

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 5:00 P.M. of June 2, 2023. Open quotations may be submitted at DBP BBG – Northern Luzon, DBP Building, Lower Session Road, Baguio City or through email address [nlb@dbp.ph](mailto:nlb@dbp.ph).

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project/contract:

1. Mayor’s / Business Permit
2. PhilGEPS Registration
3. Omnibus Sworn Statement

For inquiry, you may contact Ms. Ariane Xyrille P. Cacho at Telephone No. (074) 442-5308.

**SIGNED**

**MARIA DOLORES C. GUEVARA**

First Vice President

Head, BBG-Northern Luzon

## Annex A

### HEAVY DUTY PAPER SHREDDER

#### TECHNICAL SPECIFICATIONS

• <b>Cutting Type</b>	Cross-cut
• <b>Throat Width</b>	230mm
• <b>Shred Capacity</b>	10-12
• <b>Cutting Speed</b>	3-4meters/minute
• <b>Shred Size</b>	1.9 x 15mm
• <b>Bin Capacity</b>	30L
• <b>Other Specs</b>	Auto start and stop Auto reverse for prevent paper jam Thermal Overload protection Safety Cut-out when doors open Shreds papers
• <b>Power supply</b>	220 Volts, 60 Hz.
• <b>Power Consumption</b>	160 Watts

Approved by:

**SIGNED**

**FVP MARIA DOLORES C. GUEVARA**

Head, BBG-Northern Luzon



**Annex B**

**PRICE QUOTATION FORM**

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The Regional Bids and Awards Committee  
Development Bank of the Philippines  
Branch Banking Group – Northern Luzon  
Lower Session Road  
Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description		Qty	Unit	Unit Cost	Total Price
Supply and Delivery of Two (2) Units Heavy Duty Paper Shredder for the ward Branches of BBG-Northern Luzon:		2	units		
Branch	No. of Units				
Laoag	1				
San Fernando, La Union	1				
<b>Total</b>		<b>2</b>			
<b>Total</b>					
<b>Amount in Words</b>					

The above-quoted prices are inclusive of all costs and applicable taxes.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.