



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**


**REQUEST FOR QUOTATION**

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the Procurement of four (4) units of Paper Shredder in accordance with Section 52.1 (b) (*Shopping*) of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	Procurement of Four (4) units of Paper Shredder
Quotation Validity	:	At least thirty (30) calendar days
Delivery Schedule	:	Seven (7) days from receipt of Purchase Order
Terms of Payment	:	15 to 30 calendar days upon submission of complete supporting documents
Approved Budget	:	One Hundred Forty-Four Thousand Pesos (Php144,000.00)

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, and price quotation (Annex "A") not later than **April 18, 2023 at 05:00 p.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8395-9329 or email at [ppms.procl@set.gov.ph](mailto:ppms.procl@set.gov.ph).

Very truly yours,

  
**ATTY. ELEANOR S. FRANCISCO-ANUNCIACION**  
Deputy Secretary of the Tribunal  
Chairperson, Bids and Awards Committee

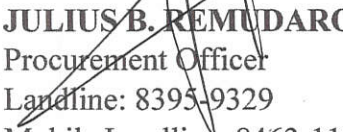
SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2023-04-065 Shopping  
Date :

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Tax Identification Number (TIN): \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	4	unit	<p><b>Paper Shredder</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"><li>• Deskside office (commercial) use</li><li>• Cut Type: Micro cut or Cross Cut</li><li>• Security Level: P-4</li><li>• Feed width: Minimum of 215mm or 8.5 inches</li><li>• Sheet capacity: at least 10 - 20 sheets</li><li>• Bin Capacity: at least 30 liters or approx. 9 gallons</li><li>• Noise Level (dB): below 70 decibels</li><li>• with wheels</li><li>• Waste container type: Drawer bin or Pull-out bin</li><li>• Materials Can Shred: paper, cardboards, optical disks (CDs/DVDs), Staples, plastic cards</li><li>• At least one (1) year warranty</li></ul> <p><b>ABC: Php144,000.00</b></p>			

  
**JULIUS B. REMUDARO**  
Procurement Officer  
Landline: 8395-9329  
Mobile Landline: 8463-1113  
Email: [ppms.procl@set.gov.ph](mailto:ppms.procl@set.gov.ph)  
[set.ppms.ps@gmail.com](mailto:set.ppms.ps@gmail.com)

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier