

Request for Quotation

February 28, 2022

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR_2022.02.050

PR No. 2.038

Requirements : Supply and delivery of Mid-size Heavy Duty Document Shredder

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
Lot	<p><i>Specifications:</i></p> <ul style="list-style-type: none"> - Lubricant-free maintenance - Auto Start, Stop and Reverse - Safety power-cutoff - Compact Disc, paper clip and Card-shred capable - Separate CD and Paper bin - Low noise operation at 50dB or less idle state - 60 litre waste capacity - Cross cut output - Heavy-duty steel cutting rollers - Power saving mode - 270mm±5%-wide feed chute - Dimensions(HWD): 900x600x450mm±5% - Waste cabinet with brake-lockable swivel casters <p>+ 1-Year Parts and Service Warranty</p>	51,000.00	51,000.00
Terms	30 days upon receipt of invoice		
ABC	Php 51,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **March 7, 2022, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(sgd)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate