

## REQUEST FOR QUOTATION (SEALED ENVELOPE)

Date: April 17, 2024

RFQ No. 2024-040

The **Philippine Health Insurance Corporation (PhilHealth)** through its Secretariat for the Bids and Awards Committees (SBAC), intends to procure:


### PROCUREMENT OF PAPER SHREDDER

Approved Budget : **PHP684,666.71**  
Purchase Request No/s : 24-0143-SVP, 24-0149-SVP, 24-0158-SVP, 24-0173-SVP,  
24-0175-SVP, 24-0177-SVP, 24-0180-SVP, 24-0211-SVP,  
24-0213-SVP, 24-0221-SVP  
Mode of Procurement : NP-Small Value Procurement  
Period of submission : April 18, 2024 to April 23, 2024 (until 3:00 p.m.)  
Delivery Period : 30 calendar days upon approval of sample

**Interested bidders/suppliers of known qualifications are hereby invited to submit a SEALED price quotation/proposal signed by its authorized representative. Quotations may be submitted physically or via courier at the addresses below:**

#### **SECRETARIAT SERVICES TEAM**

Secretariat for the Bids and Awards Committees (SBAC)  
Philippine Health Insurance Corporation  
Rm. 1003, 10<sup>th</sup> Floor, SBAC Office  
709 Citystate Centre Bldg., Shaw Blvd  
Pasig City  
Telephone: (02) 8441-7444 local 7675  
(02) 8637-4735

  
**Ms. Allen B. Matanguihan**  
SBAC Secretariat/Canvasser  
[sbac2020.abm@gmail.com](mailto:sbac2020.abm@gmail.com)

  
**Mr. Luisito G. Maximo**  
Head, Secretariat Services  
[sst.sbac@gmail.com](mailto:sst.sbac@gmail.com)

Supplier who will submit a proposal / offer with the **lowest calculated quotation** shall be **selected**. A copy of the following documentary requirements as prescribed in the IRR of RA9184 for NP-Small Value Procurement (Sec. 53.9) shall be submitted within three (3) working days **upon NOTIFICATION**:

1. Mayor's /Business Permit for CY2024;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement (for ABC above 50K); and
4. Proof of PhilHealth Contribution (1<sup>st</sup> Quarter of 2024);

#### **\*\*INSTRUCTION TO SUPPLIERS\*\***

- Submit your quotation using the prescribed **Quotation Form, Terms and Conditions** (Annex A & B of the RFQ) and the **Technical Specifications** (if available).
- Accomplish the **Request for Quotation (RFQ) Form** and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form and Documentary Requirements** as stated above **within the prescribed deadline** shall automatically be **DISQUALIFIED**.
- **Sample or Demo Unit will be required whenever necessary.**
- For items such as machines, equipment, appliances, gadgets and other similar products, kindly indicate the **provision of warranty** in your quotation.

“ANNEX A”

**QUOTATION FORM**

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

After having carefully read and accepted the Terms and Conditions of this RFQ specified in Annex B, hereunder is our quotation/s for the item/service as follows:

| Item No. | QTY/ Unit | Unit Price | Total Price | ITEM Description and Technical Specifications  | STATEMENT OF COMPLIANCE (“Comply” or “Not Comply”) | Supplier’s Offer<br><i>Do not fill this out if you did not comply with the Tech Specs.</i> |             |
|----------|-----------|------------|-------------|--|--|--|-------------|
|          |           |            |             |  |  | Unit Price   | Total Price |
| 1        | 13 units  | 52,666.67  | 684,666.71  | <p align="center"><b>Procurement of Paper Shredder</b></p> <p><b>Specifications:</b></p> <p>High volume document shredder, strip cut that can shred staples, credit cards and CDs, auto switch, and auto reverse, with motor overheating protection.</p> <p><b>Shred Capacity:</b><br/>16-26 sheets A4</p> <p><b>Shred Size:</b> 3.0mm to 4.0mm</p> <p><b>Shred/Cutting Speed:</b><br/>60-100mm/sec</p> <p><b>Operation:</b><br/>Electronics</p> <p><b>Electrical Characteristics:</b><br/>220v / 1 phase / 60Hz</p> |  |  |             |
|          |           |            |             |  |  | <b>TOTAL:</b>  |             |

| <b>COMPLIANCE TO THE DELIVERY PERIOD UPON RECEIPT OF THE P.O. / J.O.</b> | <b>Statement of Compliance</b><br>("Comply" or "Not Comply") |
|--|--|
| Thirty (30) Calendar Days upon approval of sample                        |  |

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position / Designation

\_\_\_\_\_  
Date

**“ANNEX B”**

**TERMS AND CONDITIONS:**

1. Suppliers/Bidders shall provide correct and accurate information required in this form.
2. **Suppliers/Bidders shall quote on the item.**
3. Price quotation/s must be valid for ***thirty (30) calendar days*** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotation exceeding the Approved Budget for the Contract of the item shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure), passed the technical evaluation or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications and the official address of the corporation.
9. PhilHealth shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of the two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, PhilHealth shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
11. **Payment shall be made via check (Land Bank) after delivery and upon the submission of the required supporting documents, inspection and acceptance.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PhilHealth shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to the other courses of action and remedies open to it.
13. Warranty Security of 1% of the gross amount (for items with warranty) shall be automatically deducted from the contract for a minimum warranty period of (3) months for expendable goods or (1) year warranty for non-expendable goods and shall be returned after the lapse of the warranty period provided however that the goods delivered are free from defects and all the conditions imposed under the contract have been fully met.
14. The contracting parties shall comply with Office Order No. 0018-2015 “Reiteration of PhilHealth No Gift Policy (Revision 1).
15. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

I hereby declare that I understand and acknowledge the terms and conditions listed.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position / Designation

\_\_\_\_\_  
Date