



REQUEST FOR QUOTATION
PR NO. 25-08-1269 & 25-08-1267

The Valenzuela Medical Center (VMC) through its Bids and Awards Committee (BAC) intends to procure the "SUPPLY AND DELIVERY OF ONE (1) UNIT OFFICE CHAIR AND TWO (2) UNITS PAPER SHREDDER" for the Materials Management Section & Human Resource Management Services in accordance with Section 34.1 (Small Value Procurement) of the Implementing Rules and regulations of the Republic Act No. 12009.

Please send your **price offer** for the items listed below duly signed by you or your authorized representative not later than **SEPTEMBER 16, 2025**. The BAC reserves the right to accept, reject & waive defects in the canvass.

ITEM NO.	QTY	UOM	ITEM DESCRIPTION	UNIT COST	TOTAL COST
PR# 25-08-1269					
1	1	unit	OFFICE CHAIR <i>Specification:</i> *Fiber Mesh Backing *Height Adjustable Seat *Tension Control *Waterfall Seat *Lumbar Support *Contouring Backing *For Lumbar Support *Reclinalbe with Tilt Lock *Capacity: 90 to 100kg *Color: Black *Allocation: MMS	8,148.33	8,148.33
2	1	unit	PAPER SHREDDER <i>Specifications:</i> *Heavy Duty *Shredding capacity: 25 sheets *Continuous shred time: 30 minutes *Bin Capacity: 31 Liters *Cutting Width: 4x30mm (crosscut) *Can Shred staples and paper clips, discs, credit cards *Noise level: 70dB *Shredding speed: 2 mins <i>Safety Features:</i> *With caster wheels for easy moving *With LED indicator for Standby/Overload/Overheat/Door Open/Bin Full	23,189.33	23,189.33

*"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center...Where your health matters most"*



Address: Padrigal St., Karuhatan, Valenzuela City, 1441
 Telephone Nos: 8294-6711 to 17
 Director's Office Direct Line: 8291-4259
 Email Address: valgen_hosp@yahoo.com
 Website: <https://vmc.doh.gov.ph/>



Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



			*Auto start/stop function *Anti-Jam: Reverse function *Safety Lock Allocation: MMS		
PR# 25-08-1267					
3	1	unit	PAPER SHREDDER <i>Specification:</i> *Can shred: Papers, Paper Clips, Credit Cards, Compact Discs (CDs) *Shred Type: Micro Cut *Sheet Capacity: 10sheets (min) *Bin Capacity (min): 22L *Shredding Speed: 2m (min) *Continuous Shred Time (min): ten (10)-fifteen (15) minutes *Mobility: With or without Casters (with lock if with casters) *Warranty: One (1) year warranty on parts and services *Allocation: HRMS	29,245.43	29,245.43
			TOTAL:		60,583.09

Copies of the following documentary requirements such as Certificate of Registration from BIR, Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) registration, Business/Mayor's Permit with O.R. renewal, Valid Philgeps Certificate, Updated Tax Clearance Certificate, and Brochure are also required to be submitted along with your quotation/proposal.

Proposal may be submitted manually to the BAC Secretariat, Procurement Office, Valenzuela Medical Center, Padrigal Street, Karuhatan, Valenzuela City or through email at vmc_bac@yahoo.com. For any clarification, you may call Ms. Aileen Pacheco at telephone no. **8294-46-25** or via email at vmc_bac@yahoo.com.



LIGAYA E. UBALLE
Supervising Administrative Officer

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