



REQUEST FOR QUOTATION
PR NO. 25-07-1115


The Valenzuela Medical Center (VMC) through its Bids and Awards Committee (BAC) intends to procure the **"SUPPLY AND DELIVERY OF ONE (1) UNIT PAPER SHREDDER"** for the HRMS 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 August 13, 2025. The BAC reserves the right to accept, reject & waive defects in the canvass.

ITEM NO.	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL COST
1	1	UNIT	PAPER SHREDDER	29,245.43	29,245.43
			Specifications:		
			Can shred: Papers, Paper Clips, Credit Cards, Compact Discs (CDs)		
			Shred Type: Micro Cut		
			Sheet Capacity: 10 Sheets		
			Bin Capacity (min): 22L		
			Shredding Speed: 2m (min)		
			Continuous Shred Time (min): Thirty (30) minutes		
			Automatic Start/Stop Control		
			Mobility: With or without Casters (with lock if with casters)		
			<i>With Safety Features</i>		
			<i>With Overheat Protection Function</i>		
			<i>Jam Protection (or its equivalent)</i>		
			<i>Silent Operation (or its equivalent)</i>		
			<i>Mess Reduction System</i>		
			Warranty: One (1) year warranty on parts and services		
				TOTAL	29,245.43

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** 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. Kezia-Therese C. Medina** at telephone no. **8294-4625** or via email at vmc_bac@yahoo.com.


LIGAYA E. UBALDE
Head, BAC Secretariat / Procurement

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

