



**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
<b>PR# 25-08-1269</b>					
1	1	unit	<b>OFFICE CHAIR</b> <i>Specification:</i> *Fiber Mesh Backing *Height Adjustable Seat *Tension Control *Waterfall Seat *Lumbar Support *Contouring Backing *For Lumbar Support *Reclinable with Tilt Lock *Capacity: 90 to 100kg *Color: Black *Allocation: MMS	8,148.33	8,148.33
2	1	unit	<b>PAPER SHREDDER</b> <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 *Safety Features: *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**



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

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](mailto: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](mailto:vmc_bac@yahoo.com).

  
**LIGAYA E. UBALDE**  
Supervising Administrative Officer

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