

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2024-285 Shopping (b)
 Date: October 14, 2024
 PR No./End-User: 2024-05-0762 and 2024-05-0763/ OAC-SAS

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Paper Trimmer	1	unit					
	- encapsulatede cartridge only expose the blade when trimming,							
	ensuring increased safety;							
	- cuts up to 10 sheets of paper at a time							
	- aluminum cutting bed for increased durability							
	- paper clamp minimizes paper movement when trimming							
	- Integrated storage for the balde cartridge							
	- cutting guides for different size documents							
	- includes 4 types of blade-straight, wavy, perforated and fold							
	Approved Budget for the Contract: Php 7,000.00							
	page 1 of 2							

PS Ramos
PEARLIE ANN S. RAMOS

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider

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	3 Hole Puncher							
	- Heavy duty punch							
	- Classic desktop three-hole puncher							
	- All metal construction							
	- Soft grip							
	- Semi adjustable head for two hole punching							
	- Durable stainless steel punch heads							
	- Non-skid base with residue container							
	- can punch up to 11 sheets at one time							
	- Hole distance: 291 mm; Hole size: 7 mm							
	Approved Budget for the Contract: Php 1,000.00							
	TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 8,000.00							
	page 2 of 2							

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