



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Purchase of Various Office Equipment for CIAP and CIAC**

P.R. No./Date: **25-03038, 25-03047 | 17 Mar 2025, 24 Mar 2025**

RFQ/P No. / Date: **2025-03-039 | 27 March 2025**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Signed Terms of Reference or Technical Specifications, if applicable**
- 4 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 03 April 2025, 12:00 NN, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,  
*(ORIGINAL Copy Signed)*

**Russell N. Racelis**

*Secretariat, Bids and Awards Committee*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

*4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

*Telephone: 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph*

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	2 Units	₱ 80,000.00	Purchase of Heavy Duty Paper Shredder *See attached for complete Technical Specifications*			
	1 Unit	₱ 60,000.00	Purchase of Automatic Paper Shredder *See attached for complete Technical Specifications*			
3	6 Units	₱ 210,000.00	Purchase of Air Purifier *See attached for complete Technical Specifications*			
4	1 Unit	₱ 20,000.00	Purchase of Heavy Duty Binding and Punching Machine *See attached for complete Technical Specifications*			
Total ABC		<b>₱ 370,000.00</b>				
<b>Delivery and Other Instructions:</b>			Within 30 calendar days upon receipt of the Purchase Order by the Supplier.			

*(Please provide **complete** information below)*

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.*

**Signature over Printed Name :** \_\_\_\_\_

**Designation/Position :** \_\_\_\_\_

**Name of Company :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Telephone / Fax :** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Company Tax Identification Number :** \_\_\_\_\_

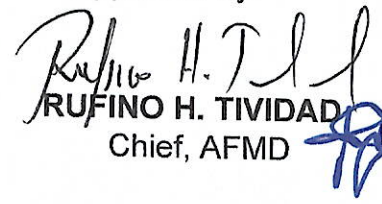
### TECHNICAL SPECIFICATIONS

Procurement of Heavy-Duty Paper Shredder				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
2	Lot	<p><b>Heavy-Duty Paper Shredder</b></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> <li>The shredder uses micro-cutting technology to shred paper into small scraps of approximately 0.08 x 0.47 inches (2 x 12 mm), which is 10 times smaller than standard cross-cut shredders.</li> <li>The automatic shredding function allows for optimal efficiency with a maximum of 200 sheets for automatic shredding and 10 sheets for manual shredding.</li> <li>8.5 gallon pull-out trash can with viewable window, check the capacity at any time, reduce the frequency of emptying the trash and increase the work efficiency. Equipped with 360 degree universal wheel casters, you can move the shredder freely.</li> </ul>	₱ 40,000.00	₱ 80,000.00

Requested by:

  
**AINNA VICTORIA I. GOLOSO**  
 Management and Audit Analyst III, AFMD- MAS

Approved by:

  
**RUFINO H. TIVIDAD**  
 Chief, AFMD



**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the \_\_\_\_\_*

\_\_\_\_\_  
Name and Signature of Authorized Representative of the Contractor

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Date



**TECHNICAL SPECIFICATIONS**

Procurement of Heavy Duty Automatic Paper Shredder				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
1	Pc	<b>PAPER SHREDDER - AUTOMATIC</b> <u>Specifications:</u> <ul style="list-style-type: none"> <li>➤ Auto-feed function for 150 sheets (80 g / m<sup>2</sup>).</li> <li>➤ Shreds up to 8 sheets via the slot manual feed.</li> <li>➤ Cross cut into 4 x 28 mm particles, P-4</li> <li>➤ 44-litre removable bin</li> <li>➤ Anti-jam technology</li> <li>➤ Destroys credit cards, staples and paper clips.</li> <li>➤ 30 minutes of continuous operation with fan cooling.</li> <li>➤ Automatic standby after 3 minutes of non-use</li> <li>➤ Touch control</li> <li>➤ Very quiet operation (55 Dba)</li> <li>➤ 'Bin full' indicator</li> </ul>	P60,000	P60,000

Requested by:

Approved by:

  
**RAYMOND G. GARCIA**  
 Supervising TIDS, CIAC

  
**DELIA B. BILLED0-PERLADA**  
 Division Chief, AMCD

Reviewed by (for ICT Task Force):

  
**CHARLIE A. BARINQUE**  
 Information Technology Officer  
 ICT Task Force Member, PPCMD

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Date



### TECHNICAL SPECIFICATIONS

Procurement of Air Purifier				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
6	Pc	<b>AIR PURIFIER</b> <u>Specifications:</u> <ul style="list-style-type: none"> <li>• <b>FEATURES</b>            With Multi-layered purification system with HEPA Filter  <b>CONTROLS:</b> On/Off, Fan Speed, Child Lock, Timer, Sleep Mode, UV Light  <b>IONIZER:</b> Yes with On/Off functionality (Optional)            Area Coverage up to 100m<sup>2</sup> room area            Particulate matter sensor (PM2.5 airborne particles)            Change filter indicator</li> <li>• <b>DIMENSIONS (W x H x D)</b> 40 X 40 X 66.5cm</li> </ul>	<b>₱35,000</b>	<b>₱210,000</b>

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Approved by:

  
**RAYMOND G. GARCIA**  
 Supervising TIDS, CIAC

  
**DELIA B. BILLED0-PERLADA**  
 Division Chief, AMCD

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\_\_\_\_\_  
 Date



### TECHNICAL SPECIFICATIONS

Procurement of Heavy Duty Binding & Punching Machine				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
1	Pc	<b>HEAVY DUTY BINDING &amp; PUNCHING MACHINE</b> <b>Specifications:</b> <ul style="list-style-type: none"><li>Enhanced accuracy edge guide centers documents with ease</li><li>Vertical document loading ensures accurate punch alignment</li><li>Maximum binding capacity: 450sheets/51mm Rings</li><li>Maximum punching capacity:22 sheets</li><li>Adjustable punching dies with variable margin depth</li></ul>	P20,000	P20,000

Requested by:

Approved by:

  
**RAYMOND G. GARCIA**  
Supervising TIDS, CIAC

  
**DELIA B. BILLED0-PERLADA**  
Division Chief, AMCD

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**CHARLIE A. BARINQUE**  
Information Technology Officer  
ICT Task Force Member, PPCMD

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