



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11734620  
**Procuring Entity** METROPOLITAN NAGA WATER DISTRICT  
**Title** Procurement of Office Document Shredder (PR 25-01-0009)  
**Area of Delivery** Camarines Sur

<b>Solicitation Number:</b>	RFQ 0007	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Vehicle Parts and Accessories	<b>Date Published</b>	07/02/2025
<b>Approved Budget for the Contract:</b>	PHP 150,000.00	<b>Last Updated / Time</b>	07/02/2025 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	10/02/2025 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Venus C. Solano Procurement Analyst A 40 J.Miranda Ave., Naga City Camarines Sur Philippines 4400 63-54-4737813 Ext.117 63-54-4739288 mnwdbac@yahoo.com		

#### Description

ITEM NO. ITEM & DESCRIPTION QTY UNIT UNIT PRICE  
 1 Office Document Shredder 1 Unit

#### Specifications:

Shred Size & Security Level  
 Level P-4: 4 x 40 mm particle cut  
 Sheet Capacity: 25-27 / 21-23  
 32 Sheets Max.  
 Feed Opening: 310mm for paper sizes up to A3.  
 Power: 230V /50Hz  
 Motor Capacity: 640 Watts Single Phase Motor  
 Dimension: 930 x 538 x 470 (HxWxD)  
 Weight: 52kg.  
 Volume: 140 liters (cabinet)  
 120 liters (shred bin)

#### Scope of work:

1. Delivery and Installment of machine
2. Training on machine operations and basic trouble shooting upon installation
3. Installation of software (if any)

#### TOTAL

#### Note:

1. VAT Inclusive

2. FOB MNWD, Naga City

#### Documentary Requirements to submit:

1. Mayor's/Business Permit

2. PhilGEPs Registration Number / Certificate of Platinum Membership

3. Income/Business Tax Returns (for ABCs above Php 500k)

Incomplete or non-submission of the required Documentary Requirements shall be automatically disqualified

4. Notarized Omnibus Sworn Statement

The supplier may submit NOSS on the date of accomplishing this document (RFQ) or prior to the preparation of award

**Created by** Venus C. Solano