



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
LOS ANGELES



REQUEST FOR QUOTATION

12 August 2026

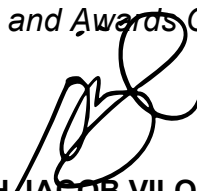
The Philippine Consulate General in Los Angeles, through its Bids and Awards Committee (BAC) and its Secretariat, intends to procure secure document shredding and records destruction services for approximately four hundred (400) banker boxes of government records that have been duly authorized for disposal as valueless records.

This procurement activity is undertaken pursuant to applicable Philippine government procurement, accounting, auditing, records management, and disposal rules and regulations.

Interested qualified document destruction and shredding service providers are invited to submit their lowest price quotation for the services and associated costs detailed in Annex 1, subject to the following conditions:

1. Submitted quotations shall be considered the service provider's final offer. Should the quotation be acceptable, a duly accomplished and approved Purchase Order and/or service contract shall be issued. The final schedule and service arrangements shall be indicated or confirmed in the Purchase Order and/or contract.
2. The Consulate General in Los Angeles reserves the right to accept or reject any or all quotations and to award the contract in the best interest of the Government.
3. The service provider shall ensure secure handling, custody, transport, and irreversible destruction of the records. A Certificate of Destruction shall be issued upon completion of the service.
4. Payment shall be made in U.S. Dollars directly to the winning service provider after satisfactory completion and acceptance of the services, subject to the agreed payment terms.
5. Payment shall be processed only upon full compliance with prescribed accounting and auditing requirements.
6. The validity period of the quoted price must be clearly indicated in the proposal.
7. The deadline for submission of quotations is not later than 05:00 PM (Pacific Time) on 13 August 2026.
8. Quotations may be submitted via email to lapcgpropertysection@gmail.com and adm.philcongenla@gmail.com.

For the Bids and Awards Committee:


RALPH JACOB VILORIA
BAC Secretariat Head



ANNEX 1

TECHNICAL SPECIFICATIONS / REQUIREMENTS

SECURE SHREDDING / DESTRUCTION OF VALUELESS GOVERNMENT RECORDS

Purpose: Secure collection, handling, shredding/destruction, and disposal of government records that have been duly authorized for disposal as valueless records.

Estimated Quantity: Approximately four hundred (400) standard banker boxes of paper records.

Pickup Location: Philippine Consulate General in Los Angeles, 3435 Wilshire Blvd., Suite 550, Los Angeles, CA 90010.

Preferred Schedule: The Consulate prefers pickup and shredding/destruction to be completed within 12-14 August 2026, if feasible, subject to issuance of the Purchase Order and/or service contract.

1. Approximate Box Specifications

- Dimensions per box: approximately 12 × 15 × 10 inches (30 × 38 × 25 cm).
- Typical full weight: approximately 25-35 lb (11-16 kg) per box. Actual weight may vary.
- The quoted price should state whether pricing is based on box count, weight, container/bin count, truck time, or another pricing basis.

2. Scope of Service

- Provide all labor, equipment, containers, vehicles, loading, pickup, transportation, shredding/destruction, and related services required to complete the work.
- Securely destroy the records so that the information cannot reasonably be reconstructed, recovered, read, or otherwise reused.
- Shredding/destruction may be performed on-site or off-site. If performed off-site, the provider must maintain secure custody and control of the records from pickup through final destruction.
- Prevent unauthorized access, loss, removal, disclosure, or diversion of records at all stages of the service.
- Issue a Certificate of Destruction upon completion, identifying at minimum the service date and confirming destruction of the records received from the Consulate.
- Any recycling or further processing of the resulting paper material shall occur only after the records have been irreversibly destroyed.

3. Quotation Requirements

- Provide one all-inclusive total price in U.S. Dollars, identifying separately any pickup, transportation, labor, fuel, container/bin, administrative, surcharge, or other fees, if applicable.
- Indicate whether the quotation is a fixed price for approximately 385 banker boxes or is subject to adjustment based on actual quantity, weight, or service conditions.
- State the proposed method of destruction and whether the shredding/destruction will be conducted on-site or off-site.
- Describe the provider's security and confidentiality procedures, including chain-of-custody controls for off-site destruction, if applicable, and identify relevant business licenses, insurance coverage, certifications, or industry credentials maintained by the provider.
- State the earliest available pickup date and the estimated time required to complete destruction.
- Confirm that a Certificate of Destruction will be provided after completion.