REPUBLIC OF THE PHILIPPINES

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**

BANGKOK, THAILAND

**REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Bangkok, Thailand informs the general public that the Embassy intends to procure commonly available office supplies for its Consular Program for 2021. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the “Government Procurement Reform Act” of the Philippines. The details of the requested service are as follows:

 Name of Project : Procurement of Commonly Available Office Supplies for

 the Consular Program for 2021

 Specifications : See attached Annex A for the list of the items

 Approved Budget : Not to exceed a total of THB135,990.00

 Payment : Send Bill Arrangement

Please submit a signed quotation and indicate your acceptance for the project. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address, fax numbers, and email address, respectively:

* 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
* Fax nos. +662 259-2809/259-7373
* Email: bkkpe.bac@gmail.com

The deadline for the submission of quotations is on **10 February 2020**, **1200h**. For inquiries, you may contact the Embassy at telephone no. +662 259 0139 extension 120.

Very truly yours,

**Gay S. Cayetano**

Acting Head, Bids and Awards Committee Secretariat

Embassy of the Republic of the Philippines, Bangkok

5 February 2020

**Annex A**

**LIST OF OFFICE SUPPLIES**

**Consular Program**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Unit** | **Item** | **Quantity** |
| 1 | pack | Paper, A4 size, Bond Paper (5 reams/pack) | 40 |
| 2 | pack | Sticky Notes, 2x3, 100 sheets, 12 pads | 5 |
| 3 | pack | Sticky Notes, 1.5x2, 100 sheets, 12 pads | 5 |
| 4 | pack | Sticky Notes, 1x3 | 5 |
| 5 | pack | Sign Here Neon Pop-up Flags | 4 |
| 6 | pack | L-Type Plastic Folder, A4 size, clear | 10 |
| 7 | roll | Queuing Machines Refill Paper | 70 |
| 8 | pack | Writing Pen, Blue, 10 pieces/pack | 30 |
| 9 | piece | Writing Pen with Stand | 3 |
| 10 | piece | Signing Pen, Blue | 30 |
| 11 | piece | Signing Pen, Black | 30 |
| 12 | piece | Staple Remover | 5 |
| 13 | pack | Correction Tape | 5 |
| 14 | piece | Acrylic Brochure Holder | 2 |
| 15 | piece | Acrylic Sign, A4 | 6 |
| 16 | piece | Clip Folder, A4 size | 5 |
| 17 | box | Paper Clip, Small | 30 |
| 18 | box | Binder Clip, 1 5/8 | 15 |
| 19 | box | Binder Clip, 1 1/4 | 15 |
| 20 | box | Binder Clip, 1" | 15 |
| 21 | piece | Toner, HP 680, Black | 5 |
| 22 | piece | Toner, HP 680, Colored | 12 |
| 23 | piece | Toner, HP 46, Black | 40 |
| 24 | piece | Toner, HP, 46, Colored | 30 |
| 25 | piece | Toner, Brother, Black | 20 |
| 26 | piece | Toner, Brother, Blue | 8 |
| 27 | piece | Toner, Brother, Magenta | 8 |
| 28 | piece | Toner, Brother, Cyan | 8 |
| 29 | piece | Toner, Samsung MLT-111S | 3 |
| 30 | pack | Toner, Epson S015506 | 3 |
| 31 | piece | Document Box | 30 |
| 32 | piece | Tray Document, 3 Tiers | 8 |
| 33 | piece | Cork Board, 60x90cm | 1 |

**PRICE QUOTATION FORM**

(DATE)

Embassy of the Republic of the Philippines, Bangkok

760 Sukhumvit Road corner Soi Philippines (30/1)

Bangkok 10110, Thailand

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the following items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit** | **Item** | **Quantity** | **Unit Cost (in THB)** | **Total Cost (in THB)** |
| pack | Paper, A4 size, Bond Paper (5 reams/pack) | 40 |  |  |
| pack | Sticky Notes, 2x3, 100 sheets, 12 pads | 5 |  |  |
| pack | Sticky Notes, 1.5x2, 100 sheets, 12 pads | 5 |  |  |
| pack | Sticky Notes, 1x3 | 5 |  |  |
| pack | Sign Here Neon Pop-up Flags | 4 |  |  |
| pack | L-Type Plastic Folder, A4 size, clear | 10 |  |  |
| roll | Queuing Machines Refill Paper | 70 |  |  |
| pack | Writing Pen, Blue, 10 pieces/pack | 30 |  |  |
| piece | Writing Pen with Stand | 3 |  |  |
| piece | Signing Pen, Blue | 30 |  |  |
| piece | Signing Pen, Black | 30 |  |  |
| piece | Staple Remover | 5 |  |  |
| pack | Correction Tape | 5 |  |  |
| piece | Acrylic Brochure Holder | 2 |  |  |
| piece | Acrylic Sign, A4 | 6 |  |  |
| piece | Clip Folder, A4 size | 5 |  |  |
| box | Paper Clip, Small | 30 |  |  |
| box | Binder Clip, 1 5/8 | 15 |  |  |
| box | Binder Clip, 1 1/4 | 15 |  |  |
| box | Binder Clip, 1" | 15 |  |  |
| piece | Toner, HP 680, Black | 5 |  |  |
| piece | Toner, HP 680, Colored | 12 |  |  |
| piece | Toner, HP 46, Black | 40 |  |  |
| piece | Toner, HP, 46, Colored | 30 |  |  |
| piece | Toner, Brother, Black | 20 |  |  |
| piece | Toner, Brother, Blue | 8 |  |  |
| piece | Toner, Brother, Magenta | 8 |  |  |
| piece | Toner, Brother, Cyan | 8 |  |  |
| piece | Toner, Samsung MLT-111S | 3 |  |  |
| pack | Toner, Epson S015506 | 3 |  |  |
| piece | Document Box | 30 |  |  |
| piece | Tray Document, 3 Tiers | 8 |  |  |
| piece | Cork Board, 60x90cm | 1 |  |  |
| **GRAND TOTAL in THB** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

(Amount in Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Signature of Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No.