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 Diplomacy 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 Diplomacy Program for 2021

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

 Approved Budget : Not to exceed a total of THB224,045.00

 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**

**Diplomacy Program**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Unit** | **Item** | **Quantity** |
| 1 | ream | Paper, A4 size, Pastel Blue Paper | 8 |
| 2 | ream | Paper, A4 size, Pastel Pink Paper | 8 |
| 3 | pack | Paper, A4 size, Bond Paper (5 reams/pack) | 70 |
| 4 | ream | Paper, legal size, Bond Paper | 10 |
| 5 | pack | Photo Paper, A4 size, 230 gsm | 1 |
| 6 | pack | Sticky Notes, 2x3, 100 sheets, 12 pads | 5 |
| 7 | pack | Sticky Notes, 1.5x2, 100 sheets, 12 pads | 5 |
| 8 | pack | Sticky Notes, 3x3, 100 sheets, 12 pads | 5 |
| 9 | pack | Sticky Notes, 0.8x3 | 5 |
| 10 | pack | Sticky Notes, 1x3 | 5 |
| 11 | pack | Sign Here Neon Pop-up Flags | 8 |
| 12 | pack | L-Type Plastic Folder, A4 size, clear | 12 |
| 13 | pack | L-Type Plastic Folder, A4 size, purple | 3 |
| 14 | piece | Folder Binder, 1", Black, A4 size | 18 |
| 15 | piece | Folder Binder, 2", Black, A4 size | 18 |
| 16 | piece | Folder Binder, 3", Black, A4 size | 18 |
| 17 | pack | Filing Folder, Blue, Legal Size | 10 |
| 18 | pack | Suspension Folder | 5 |
| 19 | piece | Notebook, B5 size | 8 |
| 20 | piece | Notebook, Small size | 16 |
| 21 | piece | Toner, HP 79A | 7 |
| 22 | piece | Toner, HP 680, Black | 5 |
| 23 | piece | Toner, HP 680, Colored | 12 |
| 24 | piece | Toner, HP 46, Black | 40 |
| 25 | piece | Toner, HP, 46, Colored | 30 |
| 26 | piece | Toner, Brother, Black | 20 |
| 27 | piece | Toner, Brother, Blue | 10 |
| 28 | piece | Toner, Brother, Magenta | 10 |
| 29 | piece | Toner, Brother, Cyan | 10 |
| 30 | piece | Toner, Panasonic KX-FAT88E | 3 |
| 31 | piece | Drum, Panasonic KX-FAD89E | 3 |
| 32 | piece | Label Printer | 1 |
| 33 | piece | Tape, Brother Label Tape, White, 12mm | 5 |
| 34 | piece | Tray Document, 3 Tiers | 10 |
| 35 | piece | Calculator | 2 |
| 36 | pack | Adhesive Tape, 1", Clear | 10 |
| 37 | pack | Adhesive Tape, 3", Clear | 5 |
| 38 | pack | Magic Tape, 1" | 4 |
| 39 | piece | Tape Dispenser for 1" Tapes | 4 |
| 40 | pack | Packaging Tape, Brown | 1 |
| 41 | pack | Batteries, AA | 15 |
| 42 | pack | Batteries, AAA | 15 |
| 43 | piece | Stapler | 2 |
| 44 | box | Staple Wire, M8-1M | 16 |
| 45 | box | Staple Wire, 35-1M | 16 |
| 46 | pack | Staple Wire, Heavy Duty | 5 |
| 47 | pack | Fastener with Compressor | 8 |
| 48 | piece | External Hard Drive, 1 TB | 4 |
| 49 | piece | Flash Drives, 64 GB | 8 |
| 50 | pack | Correction Pen | 2 |
| 51 | pack | Correction Tape | 5 |
| 52 | piece | Book End | 10 |
| 53 | pack | Writing Pen, Blue, 10 pieces/pack | 35 |
| 54 | pack | Writing Pen, Black, 10 pieces/pack | 35 |
| 55 | piece | Signing Pen, Blue | 65 |
| 56 | piece | Signing Pen, Black | 65 |
| 57 | pack | Whiteboard Marker, Black | 1 |
| 58 | pack | Highlighter | 2 |
| 59 | box | Paper Clip, Small | 30 |
| 60 | box | Binder Clip, 1 5/8 | 15 |
| 61 | box | Binder Clip, 1 1/4 | 15 |
| 62 | box | Binder Clip, 1" | 15 |
| 63 | piece | Ruler, Aluminium, 12 inches | 8 |
| 64 | piece | Cork Board, 60x90cm | 2 |
| 65 | piece | Scissors | 3 |
| 66 | piece | Document Box | 30 |
| 67 | piece | Magazine Organizer, Black | 5 |

**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)** |
| ream | Paper, A4 size, Pastel Blue Paper | 8 |  |  |
| ream | Paper, A4 size, Pastel Pink Paper | 8 |  |  |
| pack | Paper, A4 size, Bond Paper (5 reams/pack) | 70 |  |  |
| ream | Paper, legal size, Bond Paper | 10 |  |  |
| pack | Photo Paper, A4 size, 230 gsm | 1 |  |  |
| pack | Sticky Notes, 2x3, 100 sheets, 12 pads | 5 |  |  |
| pack | Sticky Notes, 1.5x2, 100 sheets, 12 pads | 5 |  |  |
| pack | Sticky Notes, 3x3, 100 sheets, 12 pads | 5 |  |  |
| pack | Sticky Notes, 0.8x3 | 5 |  |  |
| pack | Sticky Notes, 1x3 | 5 |  |  |
| pack | Sign Here Neon Pop-up Flags | 8 |  |  |
| pack | L-Type Plastic Folder, A4 size, clear | 12 |  |  |
| pack | L-Type Plastic Folder, A4 size, purple | 3 |  |  |
| piece | Folder Binder, 1", Black, A4 size | 18 |  |  |
| piece | Folder Binder, 2", Black, A4 size | 18 |  |  |
| piece | Folder Binder, 3", Black, A4 size | 18 |  |  |
| pack | Filing Folder, Blue, Legal Size | 10 |  |  |
| pack | Suspension Folder | 5 |  |  |
| piece | Notebook, B5 size | 8 |  |  |
| piece | Notebook, Small size | 16 |  |  |
| piece | Toner, HP 79A | 7 |  |  |
| 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 | 10 |  |  |
| piece | Toner, Brother, Magenta | 10 |  |  |
| piece | Toner, Brother, Cyan | 10 |  |  |
| piece | Toner, Panasonic KX-FAT88E | 3 |  |  |
| piece | Drum, Panasonic KX-FAD89E | 3 |  |  |
| piece | Label Printer | 1 |  |  |
| piece | Tape, Brother Label Tape, White, 12mm | 5 |  |  |
| piece | Tray Document, 3 Tiers | 10 |  |  |
| piece | Calculator | 2 |  |  |
| pack | Adhesive Tape, 1", Clear | 10 |  |  |
| pack | Adhesive Tape, 3", Clear | 5 |  |  |
| pack | Magic Tape, 1" | 4 |  |  |
| piece | Tape Dispenser for 1" Tapes | 4 |  |  |
| pack | Packaging Tape, Brown | 1 |  |  |
| pack | Batteries, AA | 15 |  |  |
| pack | Batteries, AAA | 15 |  |  |
| piece | Stapler | 2 |  |  |
| box | Staple Wire, M8-1M | 16 |  |  |
| box | Staple Wire, 35-1M | 16 |  |  |
| pack | Staple Wire, Heavy Duty | 5 |  |  |
| pack | Fastener with Compressor | 8 |  |  |
| piece | External Hard Drive, 1 TB | 4 |  |  |
| piece | Flash Drives, 64 GB | 8 |  |  |
| pack | Correction Pen | 2 |  |  |
| pack | Correction Tape | 5 |  |  |
| piece | Book End | 10 |  |  |
| pack | Writing Pen, Blue, 10 pieces/pack | 35 |  |  |
| pack | Writing Pen, Black, 10 pieces/pack | 35 |  |  |
| piece | Signing Pen, Blue | 65 |  |  |
| piece | Signing Pen, Black | 65 |  |  |
| pack | Whiteboard Marker, Black | 1 |  |  |
| pack | Highlighter | 2 |  |  |
| 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 | Ruler, Aluminium, 12 inches | 8 |  |  |
| piece | Cork Board, 60x90cm | 2 |  |  |
| piece | Scissors | 3 |  |  |
| piece | Document Box | 30 |  |  |
| piece | Magazine Organizer, Black | 5 |  |  |
|  | **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.