

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 intends to procure office desks for the official use of the Embassy under the Diplomacy Program, and would like to request a quotation from your company. 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. Below are the terms and conditions of the request for quotation:

Name of Project : **Procurement of Office Desks for the Embassy under the Diplomacy Program**

Specifications : Please see attached Annex A

Approved Budget : Not to exceed a total of THB80,500.00, inclusive of all applicable charges and duties payable

Payment : Send-bill Arrangement

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

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **20 December 2021, 1700h**. Should you require further information and clarification, you may contact the Embassy at telephone no. +662 259 0139 ext. 120.

Very truly yours,

BEATRIZ INES L. HERRERA-DAVILA
Head, Bids and Awards Committee Secretariat

16 December 2021

ANNEX A

TECHNICAL SPECIFICATIONS

Procurement of Office Desks for the Embassy under the Diplomacy Program

Quantity	Particulars	Budget per piece should not exceed the stated amount
3	Ergonomic Desks (120x60x73-118cm)	THB11,000.00
5	Office Desks with Drawers (140x60x75cm)	THB8,500.00
1	Side table with cabinet for telephone and fax machine (120x40x70cm)	THB5,000.00
Materials for the desks	Wooden office desks that are durable and can withstand scratches and dents; sturdy enough to carry desktop and laptop computers, books, telephone units and documents, and with drawers.	
Delivery	On or before 31 December 2021	
Terms of Payment	Full payment shall be made within seven (7) days from the receipt of the official invoice. The quote should be exclusive of VAT.	