

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 business cards and compliment cards of the Ambassador, as well as compliment cards of the Embassy. 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 procurement are as follows:

Name of Project	:	Procurement of Ambassador's Business Cards and Compliment Cards, and Embassy Compliment Cards
Specifications	:	See attached Annex A
Approved Budget	:	THB44,000.00
Payment	:	Send Bill Arrangement

Please submit a signed quotation and indicate your acceptance of the attached specifications for the 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 **28 June 2021, 1200h**. For inquiries, 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
Philippine Embassy, Bangkok

22 June 2021

ANNEX A

No.	Item	Unit	Quantity
1	Ambassador's Business Cards (with Thai translation) Size: 5.5cm x 9cm Paper: Conqueror Laid Cream, 220g, with gold foil stamping on embassy seal	piece	1000
2	Ambassador's Compliment Cards with Envelopes Size of Card: 11cm x 16cm Paper: Cottage Ivory, 220g, with gold foil stamping on embassy seal Size of Envelope: As appropriate Paper: Cottage Ivory, 120g	piece	500
3	Embassy Compliment Cards Size of Card: 8cm x 11cm Paper: Cottage Ivory, 220g, with gold foil stamping on embassy seal	piece	300

Note: Additional details on the above items will be provided to interested bidders upon request.

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:

No.	Item	Unit	Quantity
1	Ambassador's Business Cards	piece	1000
2	Ambassador's Compliment Cards with Envelope	piece	500
3	Embassy Compliment Cards	piece	300

(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.