

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 customized office supplies for its Diplomacy Program for May-December 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 procurement are as follows:

Name of Project : **Procurement of Customized Office Supplies for the Diplomacy Program for May-December 2021**

Specifications : See attached Annex A

Approved Budget : THB95,000.00

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 **20 May 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

17 May 2021

SPECIFICATIONS

The details of the items for this procurement are shown in the matrix below:

No.	Item Description	Unit	Quantity
1	Embassy Letter Head, A4 size, 500 sheets/pack	pack	20
2	Embassy Note Verbale, A4 size, cream-colored specialty paper with gold font, 500 sheets/pack	pack	5
3	Mailing Envelope with Embassy Address, White, 9.2" width, 4.5" height	piece	500
4	Brown Envelope with Embassy Address, 15" width, 8.9" height	piece	500
5	White Envelope with Embassy Address, 12.6" width, 8.9" height	piece	500
6	Brown Envelope with Embassy Address, 15" width, 10" height	piece	500
7	Brown Expanding Envelope with Embassy Address, 16" width, 11" height	piece	500

The details on the Embassy Letter Head, Embassy Note Verbale, the Embassy Address, and the layout designs for the above items will be provided to the interested bidder upon request.

PRICE QUOTATION FORM

(DATE)

Philippine Embassy, 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/s for the following item/s:

PARTICULARS	CONTRACT PRICE
GRAND TOTAL in THB	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.