

## REQUEST FOR QUOTATION

The Philippine Embassy in Bangkok, Thailand, informs the general public that the Embassy intends to procure its Common-Use Office Supplies for the remainder of the CY 2017. This request for quotation is being issued in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184, also known as the "Government Procurement Reform Act". The details of the procurement are as follows:

- Name of Project : Procurement of Office Equipment (CY 2017)
- Location : Philippine Embassy Grounds, 760 Sukhumvit Road corner Soi Philippines (30/1) Bangkok, 10110, Thailand
- Specifications : See attached Annex A for complete specifications.
- Approved budget : Not to exceed THB 136,190.00 (the equivalent of the approved budget of PHP 209,815.14)

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 259809/2597373
- Email: [bkkpe.bac@gmail.com](mailto:bkkpe.bac@gmail.com)

The deadline for submission of quotations is 5:00 pm of 31 October 2017. For inquiries, you may contact the Embassy at TeleFax no. +662 2590139 ext. 129.

Very truly yours,

**JIM G. MINGLANA**

Acting Head, Bids and Awards Committee Secretariat

## PRICE QUOTATION FORM

DATE

Philippine Embassy, Bangkok  
760 Sukhumvit Road, Soi Philippines (30/1)  
Bangkok 10110, Thailand

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request of Quotation, hereunder is our quotation/s for the item/s, as follows:

Unit	Item Description	Quantity	Unit Cost	Total Cost
reams	Paper A3 Size, Yellow, 80grms	10		
pieces	Logbook	20		
packs	Paper A4 Size, bond paper (5 reams/pack)	50		
packs	Paper Legal Size, bond paper (5 reams/pack)	10		
reams	Paper, A4 size, Pink Paper	5		
reams	Paper, A4 size, Blue Paper	5		
packs	Photo Paper A4 Size	10		
packs	Post-it (1.5x2")	20		
packs	Post-it (3x3")	20		
packs	Post-it (3x6")	20		
packs	Post-it (sign here)	50		
packs	Wrapping Paper (Brown)	5		
packs	Document Box	30		
packs	Envelope (10x14") plain brown	20		
packs	Envelope (9x12") plain brown	10		
packs	Envelope (6 3/8"x9") plain	20		
boxes	Envelope, letter envelope, plain white	1		
packs	Filing Folder Legal Size	10		
pieces	Folder Binder 3" Black	36		
pieces	Folder Binder 1" Black	36		
boxes	Plastic Refill Folder	10		
pieces	Drum: Brother DR-2255	1		
pieces	Toner: Brother TN-2280 (1/)	1		

pieces	Toner: Canon 328	2		
pieces	Toner: Canon 312	2		
pieces	Toner: HP 46/Black (1/1)	20		
pieces	Toner: HP 46/Color (1/1)	10		
pieces	Signing Pen, black	30		
pieces	Signing Pen, blue	30		
boxes	Ballpen, blue	10		
packs	Correction Tape, Disposable	20		
pieces	Ballpen, black (erasable)	20		
pieces	Ballpen, blue (erasable)	20		
pieces	Ballpen, red (erasable)	20		
boxes	CLIP, backfold, 50mm	10		
boxes	CLIP, backfold, 40mm	10		
boxes	CLIP, backfold, 32mm	20		
boxes	CLIP, backfold, 25mm	20		
boxes	CLIP, backfold, 19mm	30		
packs	Glue stick	20		
pieces	Glue liquid	30		
boxes	Stape wire #35-1M	5		
boxes	Stape wire #10-1M	5		
boxes	Stape wire heavy duty	10		
boxes	Fastener, heavy duty	20		
packs	Rubber Eraser	20		
packs	Pen, Stabilo	20		
piece	Toner: Panasonic KX-FAT88E	1		
piece	Drum: Panasonic KX-FAD89E	1		
pieces	Folder, View Folder A4	10		
pieces	Organizer, Wire Rack	20		
			<b>TOTAL</b>	

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name of Company

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Name/Signature of Representative

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Contact No.