

**PHILIPPINE CONSULATE GENERAL
SYDNEY, AUSTRALIA**

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Philippine Consulate General in Sydney, through its Bid and Awards Committee (BAC), hereby invites all interested agencies/companies, to quote their lowest price on the item/s listed below, subject to the General Conditions stated herein, and submit the same not later than **11 April 2022**. The online catalogue of stores/suppliers containing the prices of items is acceptable.

NAME OF PROJECT: Procurement of office supplies and other miscellaneous supplies for the 2022 National Election Overseas.

APPROVED BUDGET FOR THE CONTRACT: AUD5,295.21 (approx.)

The Philippine Consulate General in Sydney invites submission of quotations for the aforementioned office supplies described as follows:

QTY	UNIT	PARTICULARS
3	box10	Ballpoint Pens 430m Med - Black
3	box10	Ballpoint Pens 430m Med - Blue
3	box10	Ballpoint Pens 430m Med - Red
6	ream	A4 Copy/Bond Paper
3	pack8	Tape Clear 18x66m
3	piece	Tape Dispenser Large
12	pack50	Envelope C4 Gold 324x229mm
12	pack50	Envelope B4 Peel N Seal Gold 353x250mm
18	pack25	Envelope C3 Gold/kraft 458x324mm
20	pack12	Glue Stick 40g
20	box10	Lumocolor Permanent Marker - Black
5	piece	Taurus Full Strip Black 5 yrs
36	piece	Storage Box Super Strong
10	piece	Scissor 21cm
6	piece	Dater Self Ink 4mm shiny
10	5000's	Staple Wire No. 56
10	pack50	Envelope Kraft Peel n Seal 380x255mm
3	box100	Lateral File Fsc Avery White
3	box100	Manila Folder A4 Buff
40	piece	Masking Tape 48x50m
10	pack6	Packing Tape Clear 48x75m 400
16	box12	Permanent Marker - Black
		Nothing Follows

TERMS OF REFERENCE

1. Proposed Quotation;
2. Mode of payment must be inclusive of GST and other applicable charges;
3. Items must be delivered in two (2) batches within the months of April and May 2022.

For further inquiries, please contact the Philippine Consulate General in Sydney at admin@philippineconsulate.com.au. The quotation may be submitted through email or delivered to the address below:

To: Bids and Awards Committee Secretariat
Philippine Consulate General
Philippine Centre, Level 1
27-33 Wentworth Avenue, Sydney NSW 2000

The Philippine Consulate reserves the right to accept or reject any quotations, to waive any minor defects therein, to annul the bidding process, to reject all quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s)/contractor(s).

The Philippine Consulate assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

04 April 2022, Sydney