

**PHILIPPINE CONSULATE GENERAL  
SYDNEY, AUSTRALIA**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION OF PRICES**

**Sir:**

Please submit your lowest price quotation for the following items individually described below subject to the following conditions:

1. Quotation submitted to this office will be considered final offer. In the event that the prize is acceptable, a properly accomplished and approved Purchase order or Job order will be served to the supplier/contractor. The delivery date will be indicated in the Purchase /Job Order.
2. Philippine Consulate hereby reserves the right to reject any/all offers, and accept any/all offers it may consider most economical and advantageous to the Government of the Republic of the Philippines.
3. Goods/services supplied and delivered shall be subject to the usual inspection by the Consulate's Internal auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submission deadline is on before 15 February 2022.

QTY	UNIT	PARTICULARS
10	Pack	A4 Letter Head (Philippine Consulate)
15	Bottles	Air Spray Freshener (Glade essence of vanilla aerosol 200 gm. G-Frag VN)
50	Bottles	Alcohol Antiseptic 345ml
10	Roll	Aluminum Foil, 5.6sqm
10	Bottle	Antibacterial Hand Gel 5L
50	Packs	Anti-bacterial Multi-Purpose Wipes 100pack 16cmx21m
10	Pieces	Artline Stamp Pad size 1 Format Nr. 1
15	Pack24	Battery AA size
5	Pack24	Battery AAA size
15	Pieces	Bic Desk Set Ballpen
50	Pieces	Catering Gel easy heaters 190g
5	Pieces	Dater Self Ink
10	Pieces	Dater Stamp small (year up to 2032)
30	Bottles	Dishwashing Liquid – 1L Lemon Flavor
5	Pieces	Double Adhesive Tape 12.7mmX1.90m
5	Pieces	Earphone with Microphone
10	Pieces	Epson ERC 30/34/38 Black/Red
6	Pieces	Extension Cord 4 Outlet Surge Powerboard 4 m
6	Pieces	Extension Cord 6 Outlet Surge Powerboard 5 m
3	Pack	Inibud 3 UK EU US to AU Adaptor
60	Box	Face Mask – Nano Tech Particulate Respiratory T4
100	Box	Face Mask – Surgical (Blue)
10	Box50	Fastener – Metal
10	Box50	Fastener – Plastic
500	Pieces	Foam Cups (coffee) 220 ml
10	Box	Foldback clips – 25mm
10	Box	Foldback clips – 32mm

10	Box	Foldback clips – 41mm
10	Box	Foldback clips – 50mm
500	Pieces	Folder Yellow A4 size
500	Pieces	Folder Yellow Legal size
10	Box10	Gel pen – Uni-ball 0.5mm Black sign pen
10	Box10	Gel Pen – Uni-ball 0.5mm Blue sign pen
10	Box10	Gel pen Needle point 0.5mm Black
10	Box10	Gel pen Needle point 0.5mm Blue
15	Bottle	Glen 20 Spray Disinfectant 300g
100	Box250	Gold Eyelet 5mm
50	Pieces	Lever Arch File (FC) Black
20	Pieces	Livi Luncheon Napkin 2Ply 100 sheet
50	Pieces	Marbig Enviro Storage Box Ref No.80030
10	Bottle	Northfork Hand Wash 5L
10	Bottle	Northfork Instant Hand Sanitising Gel Aloe Fragrance 500ml
50	Pack20	Notarial Seals – Geographic (Seal #7 Gold)
20	Pieces	Packaging Tape – Brown
10	Bottle	Palm Care Hand and Body Wash B2 5L
40	Pack5	Paper – A4 Size Double A White 80gms
20	Pack	Parchment Paper
40	Pieces	Philips Master 13W 900 Lumen 840
1,000	Pieces	Plastic Cup 230mm
1,000	Pieces	Plastic Fork White 180mm
1,000	Pieces	Plastic Plate White 230mm
1,000	Pieces	Plastic Plate White Bowl 180mm
1,000	Pieces	Plastic Plate White 180mm
1,000	Pieces	Plastic Spoon White 180mm
50	Pack	Post it Flags “Sign Here” (100 flags)
300	Pieces	Rapid Antigen Test Kits
3	Pieces	Rexel Exel R02030 Stapler, Giant FS
10	Pieces	Rexel Matador Standard No. 56 (26/6)
50	Box	Rexel Staple wire 26/6 No.56
10	Box	Rexel Staple wire 66/8 (45 sheets)
10	Pieces	Rexel Taurus (manufacturer no. 2100005)
5	Pieces	Sign Holder double sided plastic acrylic A4 Landscape
5	Pieces	Sign Holder double sided plastic acrylic A4 Portrait
10	Pieces	Staple Remover
30	Pieces	Tape – Scotch Tape clear 18mm x 33m
5	Pieces	Tape Dispenser – medium
30	Box	Tissue – Interleave Hand Towel
20	Pack24	Tissue – Toilet Roll Tissue 3 Ply
10	pieces	Toner – HP Laserjet 19A Black CF219A
10	Pieces	Toner – HP Laserjet 35A Black CB435A
5	Pieces	Toner – HP Laserjet 85A Black CE285A
20	Pieces	Toner – HP Laserjet 85A Black CE285AD
20	pieces	USB Flash Drive 16 GB 2.0
2	Roll	Wrap – Air Sealed Bubble Wrap Roll 450x50mm
500	Pieces	Yellow Envelope C3-458X324 mm,
500	Pieces	Yellow Envelope C4-324X229 mm,
500	Pieces	Yellow Envelope C5-229X162 mm,

## TERMS OF REFERENCE IN THE PROCUREMENT OF OFFICE SUPPLIES

Procurement for the purchase of office supplies and other supplies and materials for use in the daily operations of the Philippine Consulate General in Sydney.

### I. PROJECT OBJECTIVE

To ensure adequate office supplies & other materials of the Philippine Consulate General in Sydney necessary for its daily operations and efficient delivery of services.

## **II. SCOPE OF WORK/DELIVERABLES BY SUPPLIER**

To provide/supply the required office supplies & other materials needed by the Consulate for its day to day operation for the whole year of 2022.

To deliver the office supplies quarterly and based on the Purchased Order prepared by the Consulate.

## **III. REQUIREMENTS:**

### **1. Delivery.**

Office supplies mentioned on Consulate's Purchase Request and Purchase Order should be delivered as soon as possible or on the scheduled date of the delivery.

### **2. Quality.**

Office supplies should be new and not a recycled product, and in good quality to avoid possible damages on the Consulate's equipment.

### **3. Warranty.**

Supplies should be always covered by warranty, and replaceable if found defective.

## **IV. HAND-OVER DATE AND CONDITION.**

The requested office supplies should be delivered within two weeks upon receipt of the Purchase Order.

## **V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The amount of Thirty-Nine Thousand Seven Hundred Australian dollars (A\$39,700.00) for the whole year will be consumed/delivered in a quarterly basis and depending on the needs or consumptions of the office being used by the Consulate on its day to day operations.

For further inquiries, please contact the Philippine Consulate General in Sydney at [sydney.pcg@dfa.gov.ph](mailto:sydney.pcg@dfa.gov.ph) or [abraham.castillo@dfa.gov.ph](mailto:abraham.castillo@dfa.gov.ph). The quotation may be submitted through email or delivered to:

To: Bids and Awards Committee Secretariat  
Philippine Consulate General  
Philippine Centre, Level I  
27-33 Wentworth Avenue, Sydney  
New South Wales, 2000

08 February 2022, Sydney