

**PHILIPPINE CONSULATE GENERAL
SYDNEY, AUSTRALIA**

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION OF PRICES

Sir/Maam:

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.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. **Submission deadline is on before 12 April 2024.**

No.	Unit	Qty	Description
1	pc	1	Printer 45 self-inking stamp
2	pc	3	Rubber stamp hand style
3	pc	1	Printer 45 self-inking stamp
4	pc	1	Stamp (printer 55-Dater)
5	bx5	50	A4 Copy/Bond Paper – White
6	pc	120	Storage Box 80030
7	pk100	20	Fork 160mm wooden
8	pk100	20	Spoon 160mm wooden
9	pc	35	Dishwashing Liquid 1L
10	bx500	1	Plate 9" w/ 3-compartment
11	pc	2	Door Chime (for Notarial and Passport counter)
12	pc	1	MK63S Nighthawk WiFi 6 Mesh AX1800 4-Stream WiFi 6 Mesh WiFi System – 3 pack
13	pc	12	Australian power adaptor
14	pk100	2	A4 Laminating Pouch 125mic

15	pc	5	Air freshener (essential oil)- Refill
16	pc	5	Air freshener (pure wick) Refill
17	pc	15	Alcohol 345ml
18	pc	5	Aluminum foil 30cmx30m
19	pk2	3	Battery 2007 /E90
20	pk2	3	Battery A23
21	pc	1	Bubble wrap 467mm x 50m
22	pc	3	Calculator MS-10F Calculator Desktop Basic Black Hardware/Electronic
23	pc	50	Cash Register – Ribbon ERC30/34/38 B/R
24	bx50	2	Cash Register - Roll paper 76x76(3ply)
25	pk20	10	Cleaning Cloth (for kitchen wipes) - blue
26	pc	6	Cling wrap 33cm x 60m
27	bx	1	Coffee Stirrer stick wood 10k
28	pc	10	Condolence Book
29	bx12	4	Correction Pen
30	pc	24	Correction Tape
31	pk5	20	Covid-19 Rapid Antigen Test kit
32	pc	2	Clicker Wireless Presenter Remote Control RF 2.4GHz USB Power Point Clicker for Computer/Laptop/Mac/Keynote/
33	pc	30	Disinfectant and anti-bac wipes
34	pc	10	Disinfectant Spray 300gm
35	pc	20	Display book A4 20p refillable - black
36	bx250	5	Envelope C4 Gold
37	bx250	10	Eyelets 5mm brass
38	bx50	30	Face Mask – surgical blue
39	pc	5	Extension cord – power board 4 outlet 2 USB surge protector 2M cord
40	pc	5	Extension cord – power board 6 outlet 2 USB surge protector and a master switch with 900mm lead - white
41	pc	5	Extension cord (single outlet) 10m White Piggy Back Extension Lead
42	bx100	2	Folder - A4 Green
43	bx100	2	Folder - A4 Orange
44	bx100	2	Folder - A4 Yellow
45	bx100	2	Folder - Fsc Grey
46	bx100	2	Folder - Fsc Orange
47	bx100	2	Folder - Fsc Yellow
48	bx500	2	Take away container Base 1000ml – plastic
49	bx500	2	Take away container Lid 1000ml – plastic
50	bx72	1	Food warmer fuel gel
51	bx100	1	Disposable gloves – large cream
52	pc	5	Hand sanitizer anti-bacterial 5L
53	pc	10	Hand sanitizing gel 500ml
54	pc	5	Hand wash liquid with tea tree oil 5L
55	pk4	10	Highlighters pen 4-assorted
56	pk	2	Toner M1212 (85AD)

57	pc	5	Ink - 965XL Black high yield
58	pc	3	Ink - 965XL Cyan
59	pc	3	Ink - 965XL Magenta
60	pc	3	Ink - 965XL Yellow high yield
61	pc	20	Lever Arch A4 Black Polypropylene (long size)
62	pc	10	Account book 3880 5 money column - Red
63	pk20	2	Microfiber cleaning cloth (colored)
64	bx1000	2	Paper Bowl 16oz
65	bx1000	1	Paper Hot Cup 280ml white
66	bx1000	2	Paper Plate 180mm round
67	bx500	4	Paper Plate 230mm round
68	pk100	20	Parchment 89/90gsm - Natural
69	bx12	3	Sign pen Gel 153s 1.0mm - Black
70	bx12	3	Sign pen Gel 153s 1.0mm - Blue
71	bx12	3	Micro Deluxe 155 0.5mm - Red
72	pk	10	Post It 25.4mm x 43.2mm (Flags/Sign Here)
73	pk12	5	Post It Notes Yellow 38 x 50mm
74	pk12	3	Post It Notes Yellow 76x127mm
75	pk12	5	Post It Notes Yellow 76x76mm
76	pk10	10	Letter file A4 ultra clear
77	pk50	5	Garbage bag – big premium 82 liter
78	bx	20	Staple Wire – No. 56 5000s
79	pc	2	Stamp refill pad 4913
80	pc	10	Masking Tape 24mm x 50m
81	pc	20	Sticky Tape Clear 18mm x 33m
82	pc	20	Sticky Tape Clear 18mm x 66m
83	pc	20	Sticky Tape Clear 48mm x 75m
84	box	25	Interleaved tissue 19 x 25cm
85	pk12	15	Kitchen towel tissue
86	bx24	4	Kleenex tissue
87	bx20	2	Lunch/Table napkins 2ply
88	pk24	50	Toilet tissue roll 3 ply
89	bx	1	Plastic cups 285ml 1,000s clear

TERMS OF REFERENCE IN THE PROCUREMENT OF OFFICE SUPPLIES

Procurement for the purchase of office/ICT 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/ICT & other supplies and 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 2024.

To deliver the office supplies quarterly and depending on the needs of the office and based on the Purchase Order prepared by the Consulate. Payment shall be issued upon delivery of items.

III. REQUIREMENTS:

1. Delivery.

Office/ICT and other 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.

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

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The amount of **Thirty Three Thousand Eight Hundred Seventy Two and 04/100 (AU\$33,872.04)** Australian dollars only, will be consumed in 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. 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

05 April 2024, Sydney