

**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 Contract of Agreement, Notice to Proceed and Purchase Order will be served to the supplier/company. The delivery date will be indicated in the Purchase 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 17 March 2025.**

No.	Unit	Qty	Description
1	roll	4	Bubble wrap 467mm x 50m
2	bx12	30	Clips - Foldback 15mm
3	bx12	30	Clips - Foldback 19mm
4	bx12	30	Clips - Foldback 50mm
5	pc	96	Correction Tape
6	pc	10	Cutter Knife 18mm Heavy Duty Large
7	pc	10	Display book A4 20p refillable - black
8	pk50	1	Certificate Folder - blue
9	bx250	2	Envelope C3 Gold
10	bx250	5	Envelope C4 Gold
11	bx250	30	Eyelets 5mm brass
12	bx50	12	Fasteners - two-piece fasteners - steel

13	bx50	12	Fasteners - No. 3
14	pk100	4	Folder - Fsc Orange
15	pk4	10	Highlighters Pen 4-assorted
16	pk100	2	Laminating Pouch A4 125mic
17	pk10	20	Letter file A4 sheet clear
18	pc	20	Lever Arch A4 Black Polypropylene (long size)
19	roll	1	Manila paper 900mm x 340m
20	pk5	5	Notebook A5 side open
21	ream	30	Letterhead A4 with new logo
22	box5	50	Copy Paper - White A4 80gsm Double A
23	ream	10	Copy Paper – A4 Green 80gsm
24	ream	10	Copy Paper – A4 Blue 80gsm
25	pk100	10	Parchment 89/90gsm - Natural
26	bx12	5	Pen – 155 Deluxe - Black
27	bx12	2	Pen – 155 Deluxe - Blue
28	bx12	2	Pen – 155 Deluxe - Red
29	bx12	5	Pen – Signo broad 153s 1.0mm - Black
30	pk	10	Post it flags “Sign Here” twin
31	pk12	5	Post it note yellow 38 x 50mm
32	pk12	3	Post it notes yellow 76 x 127mm
33	pk12	5	Post it notes yellow 76 x 76mm
34	pc	5	Scissors 203mm durable – black
35	pc	12	Stamp pad ink 50c.c/mls - black
36	pc	120	Storage Box 80036
37	pc	50	Storage Box 80030
38	pc	12	Tape - Masking Tape 24mmx50m
39	pk6	10	Tape - Tape Brown 48x75m
40	pk6	10	Tape - Tape Clear 48x75m
41	pc	3	Tape - Duct Tape 50mmx30m - silver
42	pc	3	Tape - Duct Tape 50mmx30m - black
43	pk10	10	ID Lace - black
44	pk100	2	Mailing address label white
45	pc	2	Trodat 5558 - stamp pad only
46	pc	1	Printer 50 Self-inking Stamp - Certified True Copy, Rowena D. Garcia
47	pc	1	Printer 50 Self-inking Stamp for Rowena D. Garcia, Secretary with logo
48	pc	1	Rubber Stamp Hand Style for PCG logo
49	pc	1	Rubber Stamp for PCG
50	pc	1	Printer 50 Self-inking Stamp
51	pc	1	Printer 50 Self-inking Stamp
52	pc	1	Printer 50 Self-inking Stamp
53	pc	1	Printer 50 Self-inking Stamp
54	pc	1	Printer 50 Self-inking Stamp

55	pc	1	Printer 50 Self-inking Stamp
56	pc	1	Printer 50 Self-inking Stamp
57	pc	1	Printer 50 Self-inking Stamp
58	pc	10	Dater Self-inking 4mm shiny (Stamp S-400)
59	pc	4	Stamp holder up to 8 stamps - black
60	pc	2	2-Hole Puncher 150 sheet capacity of 80gsm
61	pc	9	Document Tray - black
62	pc	8	Heavy Duty Container 100L - grey
63	pk500	1	Cable Ties 200 x 4.6mm
64	pk500	1	Cable Ties 100 x 2.5mm
65	pk20	15	Cleaning Cloth (for kitchen wipes) - blue
66	pc	30	Dishwashing Liquid 1L
67	pk	20	Disinfectant and anti-bac wipes
68	bx72	4	Food warmer fuel gel
69	pc	5	Hand Sanitizer anti-bacterial 5L
70	pc	5	Hand Wash Liquid with tea tree oil 5L
71	pk8	8	Heavy Duty Scrub Sponge
72	pk20	3	Microfiber Cloth 30 x 40cm
73	bx	1	Paper Bowl Plate 7" 1000's
74	bx	2	Paper Coffee Cups 8oz – black 2000's
75	bx	2	Paper Soda Cups 10oz – white 2000's
76	bx	5	Paper Plate 180mm 1000's
77	bx500	10	Paper Plate 230mm
78	bx500	2	Paper Plate 9" (3 compartment)
79	pk25	20	Rubbish Bag – Big premium 80 liter
80	pk100	50	Fork 160mm wooden
81	pk100	50	Spoon 160mm wooden
82	bx500	6	Take away container - Base 1000ml - plastic
83	bx500	6	Take away container - Lid 1000ml - plastic
84	box	40	Tissue - Interleaved 19 x 25cm
85	pk12	20	Tissue - Kitchen Towel Tissue
86	bx24	3	Tissue - Kleenex
87	bx20	2	Tissue - Lunch Napkins 2ply
88	pk24	50	Tissue - Toilet Tissue 3ply
89	pc	50	Plastic table cover 274cm x 137cm - white
90	roll	4	Rope - Polypropylene 4mmx50m
91	pc	5	External Drive 2TB
92	pc	20	Flash Drive USB 32GB
93	pc	3	Ink - 965XL Cyan
94	pc	3	Ink - 965XL Magenta
95	pc	3	Ink - 965XL Yellow high yield
96	pc	3	Ink - 965XL Black high yield
97	pc	5	LaserJet P1005/P1006 35A
98	pc	5	Toner - HP 19A Imaging Unit

99	pk2	5	Toner – (M1212nf/ljp1102) 85AD
100	pc	4	Toner – MFP M130fw black (17A)
101	pc	5	Power board 8 with 2 USB port - 2 meters
102	bag	5	Rubber Bands 102mmx3.0mm size 34 500g
103	pc	10	Air freshener spray

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 2025.

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 **Australian dollar Thirty-Eight Thousand Eighty-Eight and 00/100 (AU\$38,088.00)** 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 1
27-33 Wentworth Avenue, Sydney
New South Wales, 2000

10 March 2025, Sydney