

**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 the Philippine Consulate General, Sydney will be considered final offer. In the event that the prize is acceptable, a properly accomplished and approved Purchase Order will be served to the company/supplier. The delivery date will be indicated in the Purchase Order.
2. Philippine Consulate General, Sydney 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 Administrative Officer or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submission of quotation deadline is on before **17 February 2026**.

No.	Quantity	Unit	Description
1	1	bx1000	Resealable Bags 380 x 510mm
2	7	bx12	Micro Deluxe Pen - Blue
3	5	pc	Stapler half strip
4	5	pc	Scissor
5	10	pc	Alcohol 345ml
6	10	bx	Staple wire #56 5000's
7	5	pc	Staple remover claw type
8	5	pc	Stamp pad #1
9	60	bx5	A4 Paper 80 gsm double A white
10	30	ream	A4 Printed Letterhead 90gsm - new design
11	2	roll	Bubble wrap
12	4	pk25	CD case - plastic clear
13	10	pk12	Correction tape
14	20	pc	Display book A4 black 20 pages

15	100	pc	Envelope - Expandable - brown - long
16	3	Pk25	Envelope diagonal 22cmx11cm - grey
17	1	Bx500	Envelope diagonal 22cmx11cm - white
18	60	pk250	Eyelet .5mm gold
19	1	pk50	Photo Paper Glossy A4 240gsm
20	20	pk10	Letter file sheet clear
21	50	pc	Lever Arch File A4
22	1	roll	Manila Paper - brown
23	10	pc	Note pad No. 566A (top open)
24	20	pk	Parchment Paper 90gsm Natural
25	5	pk12	Pen - Micro Deluxe 155 0.5mm - Black
26	5	pk12	Pen - Micro Deluxe 155 0.5mm - Red
27	3	pk12	Pen - Gel Impact 153 1.0mm Refill - Black
28	3	pk12	Pen - Gel Impact 153 1.0mm Refill - Blue
29	3	pk12	Pen - Gel Impact 153 1.0mm Refill - Red
30	2	pk	Copy/laser/inkjet paper white 200gsm
31	1	pc	Stamp - 01 - Stamp Doc. No.
32	1	pc	Stamp - 02 - Visa
33	1	pc	Stamp - 03 - Incoming Consul General
34	1	pc	Stamp - 04 - Incoming Consul General
35	1	pc	Stamp - 05 - Incoming Consul
36	1	pc	Stamp - 06 - Incoming Consul
37	1	pc	Stamp - 07 - Vice Consul
38	1	pc	Stamp - 08 - Administrative Officer
39	1	pc	Stamp - 09 - Incoming Finance Officer
40	1	pc	Stamp - 10 - Incoming Collecting Officer
41	1	pc	Stamp - 11 - Consular
42	1	pc	Stamp - 12 - Consular
43	5	pk6	Tape - Clear 18mmx66m
44	6	pc	Tape - Masking Tape 48x50m
45	5	pc	Tape Dispenser for size 18mmx66m
46	6	pc	Plug in Air freshener Diffuser - (for power plug-in)
47	5	pk2	Plug in Air freshener refill –
	5	pk2	Linen & White Orchid,
	5	pk2	Vanilla & Shea Butter and
			Cherry Blossom Scent
48	2	bx24	Battery AA
49	30	bottle	Dishwashing liquid 1L
50	30	pk	Disinfectant wipes
51	15	box	Face Mask - blue
52	20	pk20	Super wipes / cleaning cloth
53	5	pk500	Takeaway container 1000ml - base
54	5	pk500	Takeaway container 1000ml - lid
55	10	pk25	Rubbish Bag – Big premium 80 liter
56	25	box	Interleaved Towel Tissue 19 x 25cm
57	20	pk12	Kitchen/Hand Towel Tissue
58	3	bx24	Facial Tissue

59	3	bx20	Table Napkin 2ply
60	20	pk24	Toilet Tissue 3ply
61	20	pc	Table Cloth - white 2.25mx1.5m
62	20	pc	Table Plastic Cover - 274cm x 137cm white
63	3	pk2	Toner – (M1212nf/ljp1102) 85AD
64	12	pc	Printer Ink - 812XL Cyan Cart
65	12	pc	Printer Ink - 812XL Magenta Cart
66	12	pc	Printer Ink - 812XL Yellow Cart
67	8	pc	Printer Ink - 812XL Black Cart
68	12	pc	Printer Ink - 812XXL Black Cart
69	1	pc	Photo Cutter 3.0cmx4.0cm

TERMS OF REFERENCE IN THE PROCUREMENT OF OFFICE SUPPLIES/ICT AND OTHER SUPPLIES AND MATERIALS

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 supplies/ICT and 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/ICT and other supplies and materials needed by the Consulate for its day-to-day operation for the whole year of 2026.

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 supplies/ICT and other supplies and materials 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 Dollars **Twenty-Five Thousand Forty-Seven (AU\$25,047.00)** only including GST, delivery/shipping, taxes and other lawful charges 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 February 2026, Sydney