



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين

AMMAN

RFQ No. 21-2020

REQUEST FOR QUOTATION

The Philippine Embassy in Amman, Hashemite Kingdom of Jordan will undertake procurement of Office Supplies through Small Value Procurement in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Procurement of Office Supplies
- Specifications : Please see attached Annex "A"
- Approved Budget For the Contract : One Thousand Four Hundred Fifty Jordanian Dinars (JoD 1,450.000)
- Delivery Date: : Within seven (7) days upon issuance of Notice to Proceed
- Terms and Conditions :
1. Bidders shall provide correct and accurate information, such as name of company, address, email address, name of contact person, and telephone number as required in the attached form.
 2. All quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.
 3. Award of Contract shall be issued to the lowest calculated and responsive bid which complies with technical specifications and other terms and conditions.
 4. Price quotation to be denominated in Jordanian dinar shall include all taxes, duties and/or levies payable.
 5. The Embassy reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

Interested bidders may submit their price quotations (please see sample ANNEX "A") not later than 13 December 2020 at 12 noon.

Open quotations may be submitted directly to the Embassy with address at Villa No.1 and No. 12, Al Halab Street corner Al Sulayman Al Bilbeesi St., Abdoun, Amman, Hashemite Kingdom of Jordan or through email at amman.pe@dfa.gov.ph

For further information, please contact the Philippine Embassy at telephone number 06-590 1730.


FERDINAND P. FLORES
BAC, Chairperson and
Consul General

Amman, Jordan, 03 December 2020

Villa No. 1 and No. 12 Halab St. corner Al Suleiman Al Bilbeesi St., Abdoun, Amman,
Hashemite Kingdom of Jordan
Tel. no. (+962) 6 - 590 -1730 / Fax no. (+962) 6 - 592 - 3744
<http://www.ammanpe.dfa.gov.ph> Email amman.pe@dfa.gov.ph

ANNEX "A"**PRICE QUOTATION FORM**

The Philippine Embassy
Villa No.1 and No 12, Al Halab St.,
Corner Al Sulayman Al Bilbeesi St.,
Abdoun, Amman, Hashemite Kingdom of Jordan

Sir:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the items, as follows:

Qty	Unit	Specifications	Unit Cost (In JoD)	Total Cost (In JoD)
15	packs	Binder clip, 15mm, pack of 12		
20	packs	Binder clip, 19mm, pack of 12		
15	packs	Binder clip, 32mm, pack of 12		
15	packs	Binder clip, 41mm, pack of 10		
6	packs	Binder clip, 51mm, pack of 12		
24	pcs	Correction tape		
15	pcs	Box file, wide spine, 3"		
10	pcs	Box file, medium spine, 2"		
10	pcs	Box file, narrow spine, 1"		
3	packs	Folder/insert files, A4 size, carton, pack of 100		
2	packs	Folder/insert files, legal size, carton, pack of 100		
12	pcs	Folder, plastic, with pocket		
24	packs	Post-it (SIGN HERE flags), 50 flags per pack		
12	boxes	Paper clip, 33mm, plastic, colored		
24	boxes	Paper clip, 50mm, plastic, colored		
36	pcs	Ballpoint pen (Black)		

36	pcs	Ballpoint pen, (Blue)		
12	pcs	Ballpoint pen, (Red)		
12	pcs	Sign pen, needle tip, 1.0, black		
6	pcs	Sign pen, needle tip, 1.0, red		
20	pcs	Sign pen, 0.7, Black		
20	pcs	Sign pen,0.7, Red		
1	pc	Pencil sharpener, desk		
2	packs	Rubber band, 250g		
12	pcs	Counter pen with stand		
4	pairs	Scissors, 8.5"		
6	pcs	Stapler, standard		
3	pcs	Tape dispenser		
10	rolls	Masking tape, 2"		
10	rolls	Packing tape, 2"		
20	rolls	Tape, transparent, 0.75"		
5	rolls	Tape, transparent, 2"		
24	pads	Post-it sticky note, 3 X 3"		
12	pads	Post-it sticky note, 3 X 5"		
50	reams	Copy Paper, A4 size, 80 gsm, 500 sheets per ream		
6	reams	Copy paper, 80 gsm, Green, 500 sheets per ream		
6	reams	Copy paper, 80 gsm, Blue, 500 sheets per ream		
2	reams	Copy Paper, legal size, 80 gsm, 500 sheets per ream		
10	pcs	Steno notepad, spiral, 7" X 9"		
10	pcs	Record book, A4, hard cover, 192 sheets		
3	packs	Plastic key tags, pack of 10		
1	box	Glue stick, 15g, pack of 24		
1	pc	Self-inking stamp "CANCELLED"		
1	PC	Self-inking stamp "CONFIDENTIAL"		
6	pack	AA Battery, pack of 4		
6	pack	AAA Battery, pack of 4		

1	pc	Puncher, paper, with guide		
1	pack	L-shaped folder, clear, pack of 50, (No.2319-19)		
24	pcs	Highlighter, assorted colors		
		TOTAL		

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name and Signature of Representative

Name of Company : _____

Contact Person : _____

Contact Number : _____

Email Address : _____