



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
AMMAN

RFQ No. **16** -2022

REQUEST FOR QUOTATION

The Philippine Embassy in Amman, Hashemite Kingdom of Jordan will undertake procurement of office supplies through Shopping in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Procurement of Office Supplies
- Specifications : Please see attached Annex "A"
- 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. Award of Contract shall be issued to the lowest calculated and responsive bid which complies with technical specifications and other terms and conditions.
 3. Price quotation to be denominated in Jordanian dinar shall include all taxes, duties and/or levies payable.
 4. 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 not later than 18 August 2021 at 12 noon.

Open quotations may be submitted directly to the Embassy with address at Building No. 20, Salah Touqan Street, Kharbit Al-Sweifieh, 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.


SHEILA MARIE G. ANDALES
BAC Chairperson and
Vice Consul

11 August 2022

ANNEX "A"

PRICE QUOTATION FORM

The Philippine Embassy
 Building No. 20, Salah Touqan St., Kharbit Al-Sweifieh
 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 specified below:

(1 LOT)	Unit	Quantity	Unit Price	Total
BATTERY- SIZE AA	piece	12		
BATTERY – SIZE AAA	piece	20		
FOLDER – ORDINARY – A-4 100/BOX	box	2		
FOLDER – ORDINARY – LEGAL SIZE 100/BOX	box	2		
FOLDER, L-TYPE, A4, TRANSPARENT, NO. 2319, Durable	pack	2		
INDEX TAB – SELF- ADHESIVE, Sign Here	pc	4		
KEY HOLDER	PC	1		
LAMINATING PLASTIC POUCH, A4 SIZE	box	2		
NOTE BOOK – STENOGRAPHER (70 sheets)	pc	12		
PAPER BOND A3 (250 sheets/ream)	ream	1		
PAPER, A4, LABELS, SELF- ADHESIVE	pack	3		
PAPER BOND A4, 80 gsm (500 sheets/ream)	ream	200		
PAPER, COPY, A4, 210x297mm, 120 gsm, 50 sheets/pack	pack	3		

PAPER, COPY, A4, 210x297mm, 180 gsm, 50 sheets/pack	pack	3		
PEN – SIGN PEN, BLACK, 1.0 (12/BOX)	box	3		
PEN – SIGN PEN, BLUE , 1.0 (12/BOX)	box	12		
RECORD BOOK, 96 pages, 29.7 X 21 cm	pc	10		
SCISSORS, length, 8" inches	pair	9		
STAMP PAD, BLUE INK	pc	4		
STAPLER, LONG ARM	pc	1		
STORAGE FILE CARTON BOX, 12x16X10"	pc.	50		
TAPE – MASKING TAPE – 2"	roll	18		
TAPE – PACKAGING , 2"	roll	18		
TAPE – TRANSPARENT, ADHESIVE, 2"	roll	18		
			TOTAL	

Conforme:

Name and Signature of Representative

Name of Company : _____

Address of Company : _____

Contact Person : _____

Contact Number : _____

Email Address : _____