



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين

AMMAN

RFQ No. 06 -2023

REQUEST FOR QUOTATION

The Philippine Embassy in Amman, Hashemite Kingdom of Jordan will undertake procurement of various 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 Various 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 14 August 2023 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

03 August 2023

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:

DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
BATTERY – SIZE AA (4/pack) Sony	piece	36		
BATTERY – SIZE AAA (4/pack) Sony	piece	24		
BATTERY - Lithium coin cells, CR2025	piece	6		
BINDER CLIP, BACKFOLD 19MM (12/box)	box	24		
DATER, MINI, manual	piece	2		
CUTTER BLADE, 18cm	piece	6		
FASTENER, Steel	box	6		
FOLDER – ORDINARY – A-4 100/BOX	box	2		
FOLDER, L-TYPE, A4, TRANSPARENT, NO. 2319, Durable	pack	1		
GUEST BOOK	pack	4		
GLUE STICK (Paste), 15g.	pc	48		
INDEX TAB – SELF-ADHESIVE, Sign Here	piece	3		
LAMINATING PLASTIC POUCH, A4 SIZE	box	1		
MARKER, Highlighter, various colors	piece	12		
NOTE BOOK – STENOGRAPHER (70 sheet)	piece	12		
PAPER BOND A4, 80 gsm (500 sheets/ream)	ream	250		
PAPER, COPY, A4, 210x297mm, 180 gsm, 50 sheets/pack	ream	6		
PAPER, Photo paper, A4, 200gsm, 210 x 297mm	pack	5		
PAPER, letterhead, A4, 180 gsm	ream	10		
PAPER, adhesive labels, 297 x 210mm	pack	1		
PAPER CLIP, plastic coated, 33 mm	box	20		
PAPER CLIP, plastic coated, 50 mm	box	20		
PEN – SIGN PEN, BLACK, 1.0 (12/BOX)	box	1		
PEN – SIGN PEN, RED, 1.0 (12/BOX)	box	1		
PUNCHER – paper, with 2-hole guides	piece	3		

RULER, 12 inch	piece	3		
SCISSORS, 8 inches, HEAVY DUTY, MULTI-PURPOSE	pair	10		
SHARPENER, Pencil, manual	piece	3		
STAMPING INK, BLACK	piece	6		
STAPLE WIRE – STANDARD, No. 6	box	48		
STAPLER – HEAVY DUTY STANDARD	piece	10		
STICK ON (POST IT) 76 X 71cm, 3x2"	piece	10		
STICK ON (POST IT) 76 x 76 cm, 3X3"	piece	10		
STICK ON (POST IT) 76 X 123cm, 3x5"	piece	10		
STORAGE FILE CARTON BOX, 12x16X10"	piece	10		
TAPE – PACKAGING, 2"	roll	12		
TAPE – TRANSPARENT, adhesive, 2 inches	roll	12		

Conforme:

Name and Signature of Representative

Name of Company : _____

Address of Company : _____

Contact Person : _____

Contact Number : _____

Email Address : _____