



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سـفارة جمهورية الفلبين

AMMAN

RFQ No. 6-2024

## 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 52.1b 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"
- Approved Budget For the Contract : Eight Hundred Jordanian Dinars (JoD 800.000)
- 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 parties may fill-out the attached Price Quotation Form, "Annex A" and submit directly to the Embassy with address at Building No. 20, Salah Touqan Street, Khabir Al-Sweifieh, Amman, Hashemite Kingdom of Jordan or through email at [amman.pe@dfa.gov.ph](mailto:amman.pe@dfa.gov.ph) not later than 04 June 2024 at 12 noon.

For further information, please contact Ms. Teresa M. Modesto, BAC Secretariat at telephone number 078 52 53 946.

  
SHEILA MARIE G. ANDALES  
BAC, Chairperson and  
Vice Consul

28 May 2024

## ANNEX "A"

## PRICE QUOTATION FORM

The Philippine Embassy  
 Building No. 20, Salah Touqan Street, Khabir Al-Sweifih,  
 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:

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
36	pcs	BATTERY – SIZE AA (4/pack)		
36	pcs	BATTERY – SIZE AAA (4/pack)		
6	pcs	DATER, MINI, manual		
3	packs	DOCUMENT SLEEVES, A4, plastic, 11 holes, 100pcs/pack		
20	pcs	FILE FOLDER, hard, wide spine, 3"		
3	boxes	FOLDER, long, hanging, 50pcs/box		
100	pcs	FOLDER, plastic, clear cover, A4, Blue/Black, 25 pcs /pack		
2	packs	FOLDER, L-TYPE, A4, TRANSPARENT, NO. 2319, Durable		
48	pcs	GLUE STICK (Paste), 15g.		
10	packs	INDEX TAB – SELF-ADHESIVE, Sign Here		
6	pcs	INDEX TAB – SELF-ADHESIVE, Sign Here (small)		
2	boxes	LAMINATING PLASTIC POUCH, A4 SIZE		
12	pcs	MARKER, Highlighter, various colors		
6	pcs	MARKER, TWIN, PERMANENT, extra fine, black		
20	pcs	NOTE BOOK – STENOGRAPHER (70 sheet)		
4	packs	PAPER, adhesive labels, A4		
24	boxes	STAPLE WIRE – STANDARD, No. 6		
10	pcs	STAPLE WIRE remover		
6	pcs	TAPE, DUCT tape		
24	pcs	TAPE, MASKING, 1"		
24	rolls	TAPE – PACKAGING, 2"		
50	rolls	TAPE, TRANSPARENT, 3/4", small roll		
24	rolls	Tape, DOUBLE SIDED, 1"		
24	rolls	TAPE – TRANSPARENT, adhesive, 2 inches		

Very truly yours,

\_\_\_\_\_  
 Name and Signature of Representative

Name of Company : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Email Address : \_\_\_\_\_



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## NOTICE OF AWARD

05 June 2024

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy, Amman as contained in its Resolution No. 017-2024, the Philippine Embassy is awarding the procurement of various office supplies for the use of the Embassy in the amount of Seven Hundred Twenty-one Jordanian Dinars and 860 fils (JoD 721.860) only and other lawful charges, to Istiklal Library Co., subject to the signing of Purchase Order.

Very truly yours,

  
**WILFREDO C. SANTOS**  
Ambassador and  
Head of the Procuring Entity

The General Manager  
Istiklal Library Co.  
Amman, Jordan



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## NOTICE TO PROCEED

06 June 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 05 June 2024, issued by the Ambassador and Head of the Procuring Entity (HOPE), **ISTIKLAL LIBRARY CO.**, is hereby given this Notice to Proceed and render its services for the procurement of various office supplies for the use of the Embassy in accordance with the requirements for procurement.

Very truly yours,

**WILFREDO C. SANTOS**  
Ambassador and  
Head of the Procuring Entity

The General Manager  
Istiklal Library Co.  
Amman, Jordan