



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
WASHINGTON, D.C.



RFQ-2024-004

REQUEST FOR QUOTATION

Project : **Procurement of Office/ ICT Supplies and Equipment**
Delivery Location : 1600 Massachusetts Avenue, NW, Washington DC 20036
Date : 23 February 2024

The Embassy of the Philippines in Washington DC, through its Bids and Awards Committee (BAC), intends to procure Office/ ICT Supplies and Equipment. This procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017 and the 2016 Revised Implementing Rules and Regulations of Republic Act no.9184.

Interested suppliers are requested to submit their lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase Order.
2. The Philippine Embassy hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied or delivered shall be subject to the usual inspection by the duly authorized representative of the Embassy.
4. Payment shall be in US Dollars paid directly to the account of the winning supplier.
5. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
6. The validity period of the price quoted must appear in the quotation.
7. The deadline for submission of the quotation is not later than **Mar 1, 2024**
8. Interested suppliers may submit their quotations to property@phembassy-us.org or admin@phembassy-us.org

(signed)
JAIME RAMON T. ASCALON, Jr.
BAC Chairman

PARTICULARS	Unit of Measure	Quantity	Unit Cost	TOTAL Amount
Alcohol, 500 ml, ethyl	bottle	144		
Alcohol, 1 Gallon, ethyl	gallon	24		
Wipes, 3 per pack	pack	30		
Aerosol type, 150g; air freshener	can	48		
dry cell, size AA, 40 per blister pack	pack	10		
dry cell, size AAA,40 pieces per blister pack	pack	10		
dry cell, 3V Lithium 2032, 12 pieces per blister pack	pack	10		
transparent pockets, A4 (sheet protector, 100 pcs per pack, 74551)	pack	30		
transparent pockets, legal (sheet protector)	pack	28		
ERASER, plastic/ rubber	piece	12		
ERASER, felt, for blackboard/whiteboard	piece	10		
Clasp envelope, 9"x12" , 100 pcs per box	box	10		
Catalog envelope, 6"x9" , 250 pcs per box	box	4		
Clasp gummed envelope, 6"x9" , 100pcs per box	box	5		
Envelope , Survivor 10x13 inch, 50 pcs per box	box	10		
Clasp envelope, 10"x15" , 100 pcs per box	box	10		
Binder folder white , 1" inch	box	3		
Binder folder white, 1.5" inch	box	3		
Binder folder white , 2" inch	box	5		
Binder folder white, 3 inch	box	3		
Portable HDD 2TB TO, seagate	piece	2		
Portable Drive 5TB TO, seagate	piece	5		
expanding. legal	pack (10/pack)	7		
Pressboard report cover folder, legal size , 25 pcs per box	box	10		
self-adhesive, transparent, index tab	box	15		
Address label 1x2 5/8 (Avery 55160)	pack	20		
Shipping labels 2x4	pack	5		
label 2x 3 1/2	pack	5		
USB connection type, mouse	unit	4		
NOTE PAD, stick on, 3 x 3",	pad	60		
NOTE PAD, stick on, 3" x 5"	pad	15		
NOTE PAD, stick on, 1.5 x 2",	pad	75		
Sticky Note (flags), 25.4mm x 43.2mm (sign here) yellow	pack	60		
Gold Seal Matte Gold Foil , 2" diameter (avery 22831)	pack	300		
Linen Business paper, white 24lbs, 8.5x11, 500 sheets per ream	ream	4		

PARTICULARS	Unit of Measure	Quantity	Unit Cost	TOTAL Amount
Pencil, woodcase	box	5		
paper, heavy duty (3-hole) , puncher	piece	5		
paper, heavy duty (2-hole) , puncher	piece	10		
RUBBER BAND No. 117B	box	12		
ruler, plastic	piece	10		
STAPLE WIRE, standard	box	100		
STAMP PAD, felt	piece	5		
double sided tape	roll	24		
electrical tape	roll	24		
transparent, tape 24mm	roll	24		
Cable path tape, cable cord cover , 2 inch black	Roll	24		
table top, tape dispenser	piece	10		
Brother TN-720 or TN-750 (toner/cartridge)	cart	2		
Brother DR-420 (DRUM)	piece	2		
Brother Dr-325 (DRUM)	piece	1		
HP 35A Toner	cart	6		
IBM Wheelwriter 6	cart	4		
HP 934XL Black High-yield Ink Cartridge	cart	8		
HP Officejet Pro 62xl (black) - for hp 6230 printer	cart	12		
HP Officejet Pro 62xl (tri color) for hp 6230 printer	cart	12		
Stretch wrap film with handle	roll	4		
Printer officejet 6230 colored printer	unit	3		
Check writer/ printer (for FO)	Unit	1		
certificate frame (8"x11")	pack 12/pack	3		
photo frame (8"x11")	pack 6/pack	3		
photo frame (A3)	pack 5/pack	2		
certificate folder (8"x11")	pack (80/pack)	2		
white foam core boards (showroom placards; 10"x8")	pack (20-30 pieces per pack)	2		
32 gallon trash cans (for events space, use of whole Embassy)	pieces	2		
Stretch Fabric Trash Can Covers - 32 Gallon, Black (for events space, use of whole Embassy)	pieces	4		
71 in. Dark Brown Wood 5-Shelf Classic Bookcase with Adjustable Shelves	pieces	5		
Percolator , 45 cups	piece	2		
Fingerprinting Pad (For DUAL and NBI)	piece	5		
Medicine Kit	box	6		
A4 Carbon Paper	pack	48		
Plastic Desk Organizer	piece	5		

PARTICULARS	Unit of Measure	Quantity	Unit Cost	TOTAL Amount
Binder Clips Extra Large	pack/pc	50		
Eyeleter for Long Eyelets (15-25 pages)	piece	1		
Document Storage Boxes	pack 30/pack	10		
Stapler Reduced Effort	piece	10		
Correction Fluid	pack	4		
Alcohol swab/pre pad 200 per box	box	25		
Oil-filled Radiator heater	unit	5		
Foldable dolly cart	piece	2		
Foldable utility wagon	piece	1		
sharpener (electric)	piece	10		
Photo paper A4	pack	10		
Laminating film A4	pack	10		
4/F Female restroom signage	unit	5		
Monitor wall mount bracket (for encoding)	unit	1		
Receipt printer (for collecting)	unit	2		
Document filing racks	unit	10		
Heavy duty scanner (for digitization project)	unit	1		
Portable monitor (for outreach)	unit	3		
Computer monitor (for encoding)	unit	2		
Computer monitor (compatible with MacBook Pro)	unit	1		
Laptop (for LOL/ drivers)	unit	2		
Wireless keyboard and mice (for encoding and outreach)	unit	5		
2-way counter intercom	unit	6		
3 gallon office trashcan without lid	pack 12/pack	3		

NOTE:

Please specify the following:

1. TERMS OF PAYMENT and DELIVERY DATE
2. COMPANY NAME / SUPPLIER
3. CONTACT PERSON
4. ADDRESS AND TELEPHONE NO.