**RFQ- 2025-0013**

## REQUEST FOR QUOTATION

Project          : **Procurement of Office Supplies**
Delivery Location : 1600 Massachusetts Avenue, NW, Washington DC 20036
Date             :  22 September 2025

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The Embassy of the Philippines in Washington DC, through its Bids and Awards Committee (BAC), intends to procure Office Supplies for the official use of the Embassy. This procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017.

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 shall be subject to the usual inspection by the duly authorized representative of the Embassy.
4. Payment shall be in US Dollar 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 29 September 2025.**
8. Interested suppliers may submit their quotations to property@phembassy-us.org or admin@phembassy-us.org

**JAIME RAMON T. ASCALON, Jr.**
BAC Chairman

| PARTICULARS | Unit of Measure | Quantity | Unit Cost | TOTAL Amount |
|---|---|---|---|---|
| BOND/ COPY PAPER, LETTER SIZE, 8.5X11, 20lb | reams | 500 | | |

**NOTE: Please specify the TERMS OF PAYMENT and DELIVERY DATE.**

**COMPANY NAME / SUPPLIER:**
**CONTACT PERSON:**
**ADDRESS AND TELEPHONE NO.:**