

DEPARTMENT OF FOREIGN AFFAIRS
 Philippine Embassy Abu Dhabi, UAE
 Tel No.: +971 50 813 7836

Date: 25-Nov-24



REQUEST FOR QUOTATION

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered as the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchased/Job Order.
2. Post 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 delivered shall be subject to the usual inspection by the Embassy's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for submission of quotation is on 28 November 2024.

Unit	Items Description	Quantity	Unit Cost	Total Cost 5% VAT
pkt	Ballpen blue	2		
pcs	Battery, aa, 2's/pack	40		
pcs	Battery,aaa,2's/pack	40		
box	Binder clip, 15mm, 12 pack / box	3		
box	Binder clip, 50mm, 12 pack / box	3		
box	Bond paper, A4, 80g, 500 sheets / pack	50		
reams	Colored Paper (3blue)(3green)(6 rainbow)	12		
pcs	Correction tape	30		
pack	Eyelet	5		
pack	Square Cut Folder Blue and Green (50pcs/pkt)	2		
pcs	Loose Leaf Folder 1102-10-95	20		
pcs	Glue stick 40g	24		
pack	Gold Seal for notarial, 4pcs/pack	50		
pcs	Packaging tape, brown	10		
box	Paper clip, 29mm, 100 pcs / box	2		
box	Paper clip, 50mm, jumbo	2		
pack	Paper receipt (for queueing machine; 5rolls per pack)	20		
pcs	Post it sign here	20		
pack	Signpen Retractable, black 0.7 12pcs/pack	2		
pcs	Signpen Retractable, blue 0.7 12pcs/pack	2		
pcs	Stamp self ink dater (4810)	2		
roll	Tape masking, 2"	10		
roll	Tape scotch, 1"	10		
roll	Tape scotch, 2"	10		
roll	Tape scotch, 3/4"	10		
pack	Sticky notes 12mm x 45mm	50		
pc	Self Ink Stamp 4912 (ARVIC V. AREVALO) Blue color	2		
pcs	Paint Marker white	5		
pack	Sign Pen Gel Impact 1.0mm blue 12pcs/pack	2		
pcs	Ruler plastic 12"	5		
pcs	Scissor small	5		

box	Vinyl Disposable Gloves medium	5		
box	Vinyl Disposable Gloves large	5		
pcs	Steno notebook, A7	10		
pack	Clear View Folder Long 50pcs/packet (1green)(1pink)(1blue)(1gray)	4		
pack	Special Paper Pergamena A4 (cream color)	4		
xxxx NOTHING FOLLOWS xxxxxxxx				
				Total Amount:
COMPANY NAME / SUPPLIER:				
CONTACT PERSON:				
ADDRESS AND TELEPHONE NUMBER:				
Signature : Printed Name: Designation:	Requested by: <div style="text-align: center;">  ALLAN G. TAPANG Property Officer </div>	Approved by:	<div style="text-align: center;">  ARVIC V. AREVALO BAC Chairperson </div>	