

DEPARTMENT OF FOREIGN AFFAIRS

Philippine Embassy Abu Dhabi, UAE

Tel No.: +971 50 813 7836

Date: 18-March-2025

REQUEST FOR QUOTATION


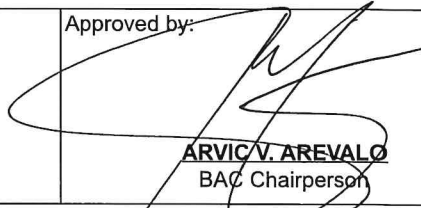
Sir / Madam:

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 20 March 2025.

Unit	Items Description	Quantity	Unit Cost	Total Cost 5% VAT
pcs	Acrylic Stand A4 size	5		
pcs	Ballpen Blue Faber Castellblack	50		
pcs	Ballpen BlackFaber Castellblack	50		
pcs	Ballpen Red Faber Castellblack	50		
box	AA Battery Energizer	40		
box	AAA Battery Energizer	40		
box	Binder clip, 15mm, (1x12x12)	4		
box	Binder clip, 19mm, (1x12x12)	4		
box	Binder clip, 25mm, (1x12x12)	4		
box	Binder clip, 32mm, (1x12x12)	4		
box	Binder clip, 50mm, 12 pcs / box	4		
pcs	Clip Board	2		
roll	Binding Tape 3"	1		
box	Photocopy paper A4 Double A	20		
pkt	L Shape Folder (1x100)	8		
pkt	Punched pocket A4 Maxi (1x100)	16		
pkt	Clear plastic tab	4		
pcs	Display Clear book a4 30 packet	8		
pack	Colored Paper A4 (1x500)	4		
nos	Correction tape	15		
pcs	Paper Cutter	4		
roll	Double Sided tape 1"	2		
roll	Double Sided tape 36mm 15y	4		
roll	Double Sided tape 36mm 15y	4		
roll	Duct Tape 18mm 10	4		
roll	Duct Tape 48mm 13.7m	4		
box	EYELET (1x250)	8		
box	Facemask Surgical	8		
pack	Fastener (metal)	2		
pack	Fastener (plastic)	2		
pcs	Frame for certification, a4	5		
box	Gold Seal for notarial, no.24,40's/box	25		
pcs	Gray tape	2		
pcs	Stamp Pad Ink Black and Blue	4		
pcs	Steno Notebook	3		
pcs	Notebook, A5, 80pages	4		
roll	Clear Tape 2"	4		
roll	Brown Tape 2"	4		
box	Photocopy paper, 8.5x14, 80gsm	1		
roll	Q-Matic roll	10		
pack	A4 Labels (1x100)	2		
roll	Plastic Straw String	4		
pack	Post it Pad 1.5x2 (1x12)	3		

pack	Sticky notes 12mm x 45mm	20		
pad	Post it sign here	4		
pack	Post-it Pad 5x3 (1x12)	3		
pack	Post-it Pad 2x3 (1x12)	3		
pack	Post-it Pad 3x3 (1x12)	3		
pcs	Punch DP 900 Kangaroo	1		
pcs	Record book 4QR	2		
pcs	Scissors, big	3		
pcs	Scissors, small	3		
roll	Clear Tape 3/4 (1x8)	3		
roll	Clear Tape 2" 100Y	18		
pack	Sign Pen Pentel BL107 0.7 Blue (1x12)	2		
pack	Uniball Pen Gel Impact UM-153 (1x12)	2		
pcs	Stabilo highlighter, 2.0-5.0mm, yellow	3		
pcs	Stamp dater manual	1		
bottle	Stamp Pad Ink Black 60ML Neo	3		
bottle	Stamp Pad Ink Blue 60ML Neo	3		
bottle	Stamp Pad Ink Red 60ML Neo	3		
pcs	Stamp Pad Black, Blue, and Reed	6		
pcs	Stamp Pad 8.5 x12cm	2		
pcs	Rubber Stamp Self Ink 5208	2		
pcs	Rubber Stamp Self Ink 4923	2		
pcs	Rubber Stamp Self Ink Dater 4810	2		
pcs	Rubber Stamp Self Ink Dater	3		
pcs	Staple remover	2		
pack	Stapler pin 26/6 (1x20)	4		
pack	Stapler pin Heavy Duty	2		
pack	Stapler pin Heavy Duty 23/13 Kangaroo	2		
pack	Stapler DS 45N Kangaroo	2		
roll	Tape adding machine for cash register	4		
pcs	Tape Dispenser (for big scotch tape)	2		
pcs	Tape Dispenser (for small scotch tape)	2		
roll	Packing Tape 2"	4		
pack	Uniball Pen 0.5 UB-150 Black (1x12)	4		
pack	Uniball Pen Gel Impact Black, Blue Red UM-153 (1x12)	3		
pcs	Numbering Stamp 6Digit B3906	1		
pcs	Paper Cutter Heavy Duty	1		
pcs	Puncher, 1 holes	1		
pcs	Stamp - for bank transactions	2		
pcs	Stamp - for VAT Refund	2		
pcs	Stamp self ink dater (4810) blue color	2		
pcs	Self Ink Stamp 4911 (ROSSEL KATE H. ENGRACIA) Blue color	1		
pcs	Embassy of the Phillipines Stamp 15 mm blue	2		
pcs	Embassy of the Phillipines Stamp 15 mm black	2		
pcs	TRODAT Professional 5208 blue	2		
pcs	Self Ink Stamp (CANCELLED)	2		
pcs	Self Ink Stamp (RECEIVED)	2		
pcs	Self Ink Stamp (RELEASED)	2		
pcs	Self Ink Stamp (VLOL-Verified by:)	1		
pcs	Self Ink Stamp 4912 (ARVIC V. AREVALO) Blue color	2		
pcs	Sel Ink Stamp 4912 (PAID) Red color	2		
pcs	Stamp, printer40, 23x59mm, CANCELLED WITHOUT PREJUDICE, self-inking	1		
pcs	Staple Remover plier type	2		
pcs	Sticky Note 12mmx45mm	20		
pcs	Stamp, printer40, 23x59mm, DENIED, self-inking	1		
pcs	Stamp, printerC20, Name, self-inking	1		
pcs	Trodats stamp, self-inking, 38x14mm, PAID	1		
pcs	Trodats stamp, self-inking, 3.85mm, DATE	1		
pcs	Trodats stamp, self-inking, 50x10mm, (travelling with parents)	1		
pcs	Trodats stamp, self-inking, 70x25mm (for visa corrections / amendment)	1		
pcs	Trodats stamp, self-inking, round, 19mm (ABU DHABI PE - small seal)	1		
pcs	Trodats stamp, self-inking, round, 30mm (ABU DHABI PE - Big seal)	1		
roll	Double Sided Tape 1"	2		
set	Storage Box with Lid	4		
pack	Letter Head Printing Colour A4 100GSM	20		
pack	Letter Head Printing Colour Long	20		
box	Vinyl Disposable Gloves	4		
xxxx NOTHING FOLLOWS xxxxxxxx				
Total Amount:				

COMPANY NAME / SUPPLIER:		
CONTACT PERSON:		
ADDRESS AND TELEPHONE NUMBER:		
Signature :	Requested by:	Approved by:
Printed Name:	 ALBERT M. FRANCIA Property Officer	 ARVIC V. AREVALO BAC Chairperson
Designation:		