



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
MANAMA

PA-AAV-010-2017

REQUEST OF QUOTATIONS

The Philippine Embassy in Manama, Kingdom of Bahrain, invites reputable companies to provide quotations for the purchase of the following Supplies/Equipment

Unit	Item Description	Quantity
Cartoon	Long Bond Paper	40
Cartoon	Short Bond Paper	50
pkt	Rubber Band 100g	20
pkt	Rubber Band 25g	20
box	Sign Pen Black 1. (Sarasa)	10
box	Sign pen Blue 1. (Sarasa)	10
box	Sign Pen Blue .5 (Sarasa)	10
box	Ball Pen Red (Zebra)	10
box	Ball Pen Black (Zebra)	10
box	Sign Pen Black .5 (Sarasa)	10
box	Ball Pen Blue	10
box	Sign Pen (Scheider)Blue .7	10
Box	Sign Pen (Scheider)Black .7	10
pc	Box File	50
pc	Correction Roller	30
pc	Blue Logbook	15
pc	Analysis Book	4
pkt	Typewriter Ribbon AX10	12
pkt	Typewriter Liftoff	12
box	Glue Stick	5
box	Paper Clip	10
pad	Steno Book (notebook)	100
pc	Plastic Folder Long & Short	50
pc	Folder-paper (Square Cut)	300
pkt	Parchment (Conquer paper)	5
pc	CD	100
pad	Post-it- 3x3 & 5x3	50
pad	Post-it (sign here)	15
pkt	Binder Clip 3/4" and 1"	20
box	Stamp pad Ink- Black & Blue	6
pc	Envelope Brown -assorted size	200

Quotations are to be submitted on or before 24 May 2017 through email at: manama.pe@dfa.gov.ph or personally at Villa No. 939, Road No. 3220, Block 332, Mahooz, Manama, Kingdom of Bahrain.

The Embassy will notify the company which has been selected in accordance with the procurement regulations, through email, personally and over the phone after deliberations have been completed.

Attached is the Terms of Reference.

For inquiries and clarification, regarding the above quotation, you may communicate with Ms. Josephine M. Tabangin, Property officer, of the Embassy, from Wednesday 17 May 2017, to Monday 22 May 2017, during office hours (8:00 a.m. -3:00 pm) through tel.: +973 17721234 and email: manama.pe@dfa.gov.ph





EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين

MANAMA

TERMS OF REFERENCE OFFICE SUPPLIES FOR 2017

- I. The Embassy of the Republic of the Philippines in the Kingdom of Bahrain intends to procure Office supplies specifically, bond paper, sign pen, folder and others use in its day to day operation.
- II. Delivery and payment shall be in accordance based on the following schedule; payment shall be made 15 days after delivery and issuance of invoice.

Unit	Item Description	May	August	November	TOTAL
Cartoon	Long Bond Paper	14	13	13	40
Cartoon	Short Bond Paper	17	17	16	50
pkt	Rubber Band 100g	7	7	6	20
pkt	Rubber Band 25g	7	7	6	20
box	Sign Pen Black 1. (Sarasa)	4	3	3	10
box	Sign pen Blue 1.	4	3	3	10
box	Sign Pen Blue .5	4	3	3	10
box	Ball Pen Red	4	3	3	10
box	Ball Pen Black	4	3	3	10
box	Sign Pen Black .5	4	3	3	10
box	Ball Pen Blue	4	3	3	10
box	Sign Pen (Scheider)Blue	4	3	3	10
Box	Sign Pen (Scheider)Black	4	3	3	10
pc	Box File	17	17	16	50
pc	Correction Roller	10	10	10	30
pc	Blue Logbook	5	5	5	15
pc	Analysis Book	1	1	2	4
pkt	Typewriter Ribbon AX10	4	4	4	12
pkt	Typewriter Liftoff	4	4	4	12
box	Glue Stick	2	2	1	5
box	Paper Clip	4	3	3	10
pad	Steno Book (notebook)	35	35	30	100
pc	Plastic Folder Long & Short	20	15	15	50
pc	Folder-paper (Square Cut)	100	100	100	300
pkt	Parchment (Conqueror paper)	2	2	1	5
pc	CD	35	35	30	100
pad	Post-it- 3x3 & 5x3	20	20	10	50
Pad	Post-it (Sign here)	5	5	5	15
pkt	Binder Clip 3/4" and 1"	20	20	10	50
box	Stamp pad Ink- Black & Blue	2	2	2	6
pc	Envelope Brown -assorted size	70	60	70	200

- III. The completion of the delivery of the above listed item comprises one contract/Purchase order.