



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
MANAMA

PA-AAV-08-2017

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
cart	HP 901 Black	20
cart	HP 121 Black	25
cart	HP 121 Colored	20
cart	HP 950 Black	25
cart	HP 951 Magenta	15
cart	HP 951 Cyan	15
cart	HP Yellow	15
Toner	HP 85A	35
Toner	Brother TN 2130	6
Toner	HP 12A	6
Pc	External Drive	5
Pc	USB 16	10
Pc	Mouse	6
Pc	Keyboard	6

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 Agreement.

For inquiries and clarification, regarding the above quotation, you may communicate with Ms. Josephine M. Tabangin, Property officer, of the Embassy, from Sunday 21 May 2017, to Wednesday 24 2017, during office hours (8:00 a.m. -3:00 pm) through tel.: +973 17721234 and email: manamape@batelco.com.bh.





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, toners, ink cartridges , USB, external Drive, mouse and keyboard use in its day to day operation.
- II. Delivery and payment shall be on a quarterly basis based on the following schedule; payment shall be made 15 days after delivery and issuance of invoice.

Unit	Item Description	May	August	November	TOTAL
cart	HP 901 Black	7	7	6	20
cart	HP 121 Black	9	8	8	25
cart	HP 121 Colored	5	5	5	20
cart	HP 950 Black	9	8	8	25
cart	HP 951 Magenta	5	5	5	15
cart	HP 951 Cyan	5	5	5	15
cart	HP Yellow	5	5	5	15
Toner	HP 85A	12	12	11	35
Toner	Brother TN 2130	2	2	2	6
Pc	External Drive	3	1	1	5
Pc	USB 16	4	3	3	10
Pc	Mouse	2	2	2	6
Pc	Keyboard	2	2	2	6

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

