



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين

MANAMA

PA-AAV-09-2017

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
pkt	Toilet Tissue	60
pc	Alcohol	20
pc	Bowl Cleaner	15
pkt	Paper Plate	20
pkt	Paper Cup	20
pkt	Plastic Cup	20
pkt	Plastic Spoon	20
pkt	Plastic Fork	20
pc	Furniture Polish-Pledge	15
pc	Fluorescent Long / Florescent Long LED	20
pc	Energy saver Bulb -Assorted size	60
pkt	Garbage Bag -assorted size	15
pc	Car Freshener	10
pc	Hand Wash	25
pc	Mop with Handle/refill	10
pkt	Hand Towel Tissue	60
Pc	Air Freshener/refill	15
pc	Dishwashing Liquid	10
pc	Liquid Hand Soap	20
pkt	Table Napkin	20
pkt	Sponge Scrub	10
pc	Car Shampoo	6
pc	Car Wax	6
pc	Bathroom Freshener	20
pc	Dust Pan	6
pc	Soft/ plastic Broom	6

Quotations are to be submitted on or before 25 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 Tuesday 23 May 2017, to Thursday 25 May 2017, during office hours (8:00 a.m. -3:00 pm) through tel.: +973 17721234 and email: manama.pe@dfa.gov.ph





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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 Janitorial supplies specifically, toilet tissue, alcohol, air freshener 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
pkt	Toilet Tissue	20	20	20	60
pc	Alcohol	7	7	6	20
pc	Bowl Cleaner	5	5	5	15
pkt	Paper Plate	7	7	6	20
pkt	Paper Cup	7	7	6	20
pkt	Plastic Cup	7	7	6	20
pkt	Plastic Spoon	7	7	6	20
pkt	Plastic Fork	7	7	6	20
pc	Furniture Polish-Pledge	5	5	5	15
pc	Fluorescent Long / Florescent Long LED	7	7	6	20
pc	Energy saver Bulb -Assorted size	20	20	20	60
pkt	Garbage bag-assorted size	7	7	6	15
pc	Car Freshener	4	3	3	10
pc	Hand Wash	9	8	8	25
pc	Mop with Handle/refill	4	3	3	10
pkt	Hand Towel Tissue	20	20	20	60
Pc	Air Freshener/refill	5	5	5	15
pc	Dishwashing Liquid	4	3	3	10
pc	Liquid Hand Soap	7	7	6	20
pkt	Table Napkin	7	7	6	20
pkt	Sponge Scrub	4	3	3	10
pc	Car Shampoo	2	2	2	6
pc	Car Wax	2	2	2	6
pc	Bathroom Freshener	7	7	6	20
pc	Dust Pan	2	2	2	6
pc	Soft/ plastic Broom	2	2	2	6

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