



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين

MANAMA

**MPGC-07-2019**

## 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.	10
box	Sign Pen Blue .5	10
box	Ball Pen Red	10
box	Ball Pen Black	10
box	Sign Pen Black .5	10
box	Ball Pen Blue	10
box	Sign Pen (Scheider )Blue	10
Box	Sign Pen (Scheider )Black	10
pc	Correction Roller	30
pc	Blue Logbook	15
pc	Analysis Book	4
pkt	Typewriter Ribbon AX10	6
pkt	Typewriter Liftoff	6
box	Glue Stick	10
Pack	Paper Clip	5
pad	Steno Book (notebook)	100
pc	Paper Folder (square cut)	300
pkt	Parchment (Conqueror paper)	5
pc	CD WR	100
pad	Post-it- 3x3 & 5x3	50
Pad	Post-it (Sign here)	15
Pack	Binder Clip 1" 2"	50
Cartoon	Stamp pad Ink- Black, Blue & Red	6
Cartoon	Clear Tape ¾" X 36Y	9
Pc	Staple Remover SR 300	5
Pc	Stapler (heavy duty)	6
Pc	White Board eraser	6
Pc	White Board with Stand (small & big)	3
Pc	White Board Marker (black & Red)	6
Pc	Calculator (scientific)	1
Box	Steel Fastener	24
Pack	A 4 size envelope	4
Pack	Legal size envelope	4
Pack	¼ size envelope	4
Pc	File box	80

Quotations are to be submitted on or before 19 May 2019 through email at: [manama.pe@dfa.gov.ph](mailto: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 Mr. Pio L. Tejada, Property Officer of the Embassy, from Tuesday 14 May 2019, to Sunday 19 May 2019, during office hours (8:00 a.m. - 3:00 pm) through tel. +973 17721234 and email: [manama.pe@dfa.gov.ph](mailto:manama.pe@dfa.gov.ph)

Villa No. 939, Road No. 3220, Block 332, Mahooz, Manama, Kingdom of Bahrain  
Tel No. (+973) 17721234 / Fax: (+973) 17720827  
[www.manamape.dfa.gov.ph](http://www.manamape.dfa.gov.ph)



**TERMS OF REFERENCE  
OFFICE SUPPLIES  
FOR 2019**

- 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	Correction Roller	10	10	10	30
pc	Blue Logbook	5	5	5	15
pc	Analysis Book	1	1	2	4
pkt	Typewriter Ribbon AX10			6	6
pkt	Typewriter Liffoff			6	6
box	Glue Stick	3	3	4	10
pack	Paper Clip			5	5
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 WR	35	35	30	100
pad	Post-it- 3x3 & 5x3	20	20	10	50
Pack	Binder Clip 3/4" and 1"	20	20	10	50
Cartoon	Stamp pad Ink- Black, Blue & Red	3	3	3	9
Cartoon	Clear Tape 3/4" X 36Y	3	3	3	9
Pc	Staple remover SR 300	2	2	1	5
Pc	Stapler (heavy duty)	2	2	2	6
Pc	Black board eraser	2	2	2	6
Pc	White Board with stand (small & big)	3			3
Box	White Board marker Black & Red	2	2	2	6
pc	Calculator	1	0	0	0
box	Steel Fastener	6	6	6	6
pack	A4 size envelope	1	1	1	1
pack	Legal size A 4 envelope	1	1	1	1
Pack	1/4 size envelope	1	1	1	1
pcs	File Box	20	20	20	20

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