



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KEDUTAAN BESAR REPUBLIK FILIPINA
JAKARTA

REQUEST FOR QUOTATION
(Various Offices Supplies)

The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure various office supplies for 2021

Approved Budget for Contract (ABC) is IDR140,000,000.00 or approximately USD1,000.00. Terms of Reference attached.

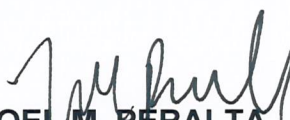
The Embassy invites all interested technically, legally and financially capable companies to submit their respective quotations for the procurement, accepting the TOR and not exceeding the ABC, not later than 22 January 2021. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

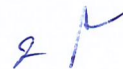
Mr. JULIUS P. CALISIN
Property Officer and Attaché
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia
Tel. No. : 3100334
Fax No. : 3151167
Email : jakartape@gmail.com

This Request for Quotation shall be posted at the official website of the Embassy (<https://www.philembjkt.com/>) and at conspicuous place in the premises of the Embassy. (Also, at PhilGEPS website if facility for overseas procurement is available)

Jakarta, 14 January 2021

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC



TERMS OF REFERENCE

Please submit a signed quotation indicating the prices of the following items in Indonesian Rupiah (IDR) and indicate your acceptance of the following:

1. Prices shall be valid for the duration of the one (1) year contract.
2. The embassy will order in on an "as-need basis".
3. Prices are considered final offer.
4. The Embassy hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
5. Goods/services supplied and delivered shall be subject to the usual inspection by the authorized representative of the Embassy and,
6. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.

UNIT	PARTICULARS	AMOUNT
Papers		
ream	A4 bond paper, 80 gsm, color white, 210mm x 297mm	
ream	F4 bond paper, 80 gsm, color white, 210mm x 330mm	
Ream	Cetakan A4, 80 gsm, 4 colors (with letterhead)	
Ream	Cetakan F4, 80 gsm, 4 colors (with letterhead)	
Ream	Concorde A4 (Note Verbal)	
Ream	A4, Photopaper	
Ream	Copy Paper, color blue, 70 gsm	
Ream	Copy Paper, color green, 70 gsm	
Piece	Notepad, 50 sheets, A5 size	
Pack	Sticker Paper Label A4, Matte, (10 pcs)	
pad	Sticky note, 7x7 cm	
pad	Sticky note, 7x12 cm	
pad	Sticky note, 5x7 cm	
pack	Sticky note "Sign Here"	
Pack	Mark note 6w, 2 cm x 5 cm	
Piece	Record book (300 sheets)	
Piece	Record book (100 sheets)	
Binders and Clips		
Box	Binder clip, 15 mm	
Box	Binder clip, 19 mm	
Box	Binder clip, 25 mm	
Box	Binder clip, 32 mm	
Box	Binder clip, 40 mm	
Box	Binder clip, 51 mm	

Box	Trigonal paper clip, 25 mm	
Box	Paper clip, plastic coated, small	
Box	Paper clip, 50 mm	
Box	Steel paper fastener, 5 cm capacity	
Box	Plastic paper fastener, 8 cm	
Box	Plastic paper clip, color coated, small	
Tapes & Glues		
Roll	Scotch tape 0.5 in	
Roll	Scotch tape 1.0 in	
Roll	Packing tape 2.0 in, Brown	
Roll	Double Tape 24 mm x 3m, 110-3A	
Roll	Double Tape Foam, Hitam	
Piece	Glue Stick, 35 grams	
Writing Materials		
Piece	Ballpen 0.7, black, with clicker, erasable	
Piece	Ballpen 0.7, blue, with clicker, erasable	
Piece	Ballpen 0.7, red, with clicker, erasable	
Piece	Ball Liner, 0.8 mm, black	
Piece	Ball Liner, 0.8 mm, blue	
Piece	Ball Liner, 0.8 mm, red	
Piece	Ballpen, 0.7 mm, extra fine, black	
Piece	Ballpen, 0.7 mm, extra fine, red	
Piece	Ballpen, 0.7 mm, extra fine, blue	
Piece	Ballpen, Pigment Ink, Black, 0.5 mm	
Piece	Ballpen, Pigment Ink, Blue, 0.5 mm	
Piece	Ballpen, Pigment Ink, Red, 0.5 mm	
Piece	Highlighter, Orange, 70/54	
Piece	Highlighter, Yellow, 70/33	
Piece	Highlighter, Blue, 70/31	
Piece	Whiteboard Marker	
Piece	Permanent Marker, black, G12	
Piece	2b pencil	
Ink Cartridges		
Piece	HP 305A (CE411A) Cyan Toner	
Piece	HP 305A (CE412A) Yellow Toner	
Piece	HP 305A (CE413A) Magenta Toner	
Piece	HP 305A (CE410A) Black Toner	
Piece	HP 435 (35A) Black Toner	
Piece	Epson Ink T6641 Black	
Piece	Epson Ink T6642 Cyan	
Piece	Epson Ink T6643 Magenta	
Piece	Epson Ink T6644 Yellow	
Piece	EPSON L3110 003 Printer Ink (Yellow)	
Piece	EPSON L3110 003 Printer Ink (Magenta)	
Piece	EPSON L3110 003 Printer Ink (Cyan)	

Piece	EPSON L3110 003 Printer Ink (Black)	
Piece	HP 2612 (12A) Black Toner	
Piece	HP 285 (85A) Black Toner	
Folders, Envelopes, Binders, and File Boxes		
Piece	A4 Clear Sleeves	
Piece	F4 Clear Sleeves	
Box	Envelope, 110 x 230 mm, PSC 90, (with Embassy Seal, with Border)	
Box	Envelope, 110 x 230 mm, PSC 90, (with Embassy Seal)	
box	Amplop Buklet Puthi, 110 x 230 mm, 80 gsm	
piece	Pipe Binder, 2 holes, 50 mm capacity, 7 cm spine	
piece	Folder File, Folio size, type 5002	
piece	Pocket File, 25.5 cm x 36 cm, type 50004	
Piece	Paper Lever Arch File, 75 mm	
Piece	Paper Level Arch File, 50 mm	
Piece	PVC Box File Non Laminating, Jumbo	
Roll	Fax Thermal Paper, 80 x 80	
Roll	Panasonic Fax Carbon KXFA93A/57	
Staple wires and staplers		
box	Staple wire, 5mm	
Box	Staple wire, 6mm	
box	Staple wire, 10mm	
Piece	Stapler (3.8 in x 1.5 in)	
Piece	Stapler (12 cm, 24/6)	
Piece	Staple wire remover	
Stamp pads and inks		
Piece	Stamp pad, 10.2 x 7.4 x .1.2 cm	
Piece	Stamp pad, 10.5 x 15.5 cm	
Piece	Stamp pad 6.7 x 10.6 cm	
Piece	Stamp pad ink, purple blue 50 cc	
Piece	Stamp pad ink, blue 50 cc	
Piece	Stamp pad ink, black 50 cc	
Batteries		
pack	AA Alkaline Battery (2 + 1 pc)	
pack	AAA Alkaline Battery (2 + 1 pc)	
pack	AA Alkaline Battery (4 + 2 pc)	
pack	AAA Alkaline Battery (4 + 2 pc)	
Pack	9V Battery	
ICT Supplies and other electronic devices		
Piece	USB 8gb	
Piece	USB 32gb	
pack	CDR, 700mb (50 pcs)	
Pack	CDR Case (50 pcs)	
Piece	Extension Socket ,10m	
Piece	Extension Socket, 5m	

Piece	Oversteker + Saklar (Adaptor)	
Piece	Calulator, Double Memory, Type CR2032 Battery	
Piece	USB Hub, USB 3.0, 4 ports	
Light Bulbs		
Piece	LED Lamp, 10 watt	
Piece	Light bulb, color white, 18w	
Piece	Light bulb, color yellow, 18w	
Piece	Flourescent Lamp TL, 10 watt	
Piece	Halogen, 50 watt, 12 volts	
Piece	PLC 18 watt, 865/2P, White	
Cleaning and other Sanitary Supplies		
pouch	Dishwashing Liquid, 800 ml	
bottle	Toilet Cleaner, 450 ml	
bottle	Air Freshener, 225 ml (Lemon scent)	
bottle	Air Freshener, 225 ml (Green Fantasy scent)	
Bottle	Hand Sanitizer, 200 ml (Jijau Jeruk Nipis)	
Bottle	All in One Air Freshener, Lemon, 70 gram	
Piece	Wet Wipes, Antiseptic Pluse, 90 sheets	
Bottle	Hand Sanitizer, 250 ml	
Bottle	Furniture Polish Liquid, 450 ml, lemon scent	
Piece	Floor Cleaner, 800 ml, lemon ginger	
Box	Hand Towel Econo Tissue, 140 sheets, 1 ply Tissue	
Piece	Coir Green Sponge, 3 in x 4 in	
Pack	Camphor (Kamper) Toilet Ball (5 pcs / pack)	
Piece	Aerosol Spray, 350 ml, lemon scent	
Piece	Automatic Device Spray, 250 ml, lemon scent	
Roll	Bathroom tissue, 237 sheets	
Piece	Hand soap, Apple pump, 410 ml	
Piece	Hand soap, refill, 375 ml	
Piece	Synthetic Cloth, (chamois)	
Piece	Microfiber Dust Mop, 80 cm	
Piece	Floor Brush, Aluminum Handle	
Piece	Sealing Wax, 85 grams	
Piece	Cleaning Powder, Lime, 650 grams	
Piece	Car Air Freshener, 80 grams, orange	
Piece	Car Air Freshener, 80 grams, vanilla,	
Piece	Insect Repellant, Orange Fragrance, 275 ml	
Others		
Piece	Eraser, 99 grams	
Pack	Rubber band, 500 grams	
box	Correction Tape, 8 m x 5 mm (12 pcs/box)	
Piece	Correction Pen, 12 ml	
Piece	Scissors 12 grams, medium size,	
Piece	Scissors, 2.0 mm thickness, 50 Hrc	
Roll	Pita Pony Merah (Red Ribbon)	

Piece	2 hole puncher, 10.5 cm x 15 cm x 12.5 cm	
Pack	Push pins	
Pack	Daily Time Record Card 100 pcs	
Pack	A4 Plastic Laminate	
Pack	F4 Plastic Laminate	
Pack	Epoxy Lew, 5 minutes	
Roll	Tali Rafia B Warna/l	
Piece	Executive Tray, 3 Stacks, Black	
Piece	Trashcan (Tempat Sampah Segi), 25L, 247 x 383 x485	