



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

**REQUEST FOR QUOTATION**  
Printing of Letterhead

In line with its 2021 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure services for the printing of letterhead for the Embassy.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD866.00 or IDR12,500,000.00 with exchange rate fixed at USD1.00 = IDR14,433.25.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 14 December 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 : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 07 December 2021

By Authority of the Bids and Awards Committee (BAC)

  
**JOEL M. PERALTA**  
Chairperson, BAC

## Terms of Reference

1. The Approved Budget for Contract (ABC) is USD866.00 or IDR12,500,000.00 with exchange rate fixed at USD1.00 = IDR14,433.25.
2. The quotation must be in IDR and for all the of items listed herein;
3. The prices quoted must be valid and not be subject to any changes;
4. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfill contract; and
5. The quoted price shall be the final price and include all applicable taxes.

Requirements	
Letterhead	
Design	Colored
Size	A4 and F4
Quantity	A4: 6 reams F4: 1 ream
GSM	80gsm
Note Verbale	
Design	Embossed, Gold
Quantity	A4: 3 reams
GSM	100gsm
Submission of samples	Prospective bidder/s shall a sample in accordance with the provided Technical Specifications
Payment Terms	Payment shall be me made within ten (10) days upon complete delivery of the service