



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

REQUEST FOR QUOTATION
Various office supplies and equipment

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure various office supplies and equipment.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD9,643.00 or IDR135,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00.

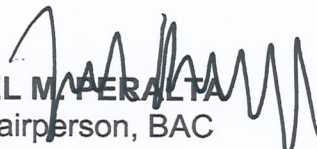
The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than **30 March 2022**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
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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, 23 March 2022

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

Annex A. List of Goods

Writing Materials

Description	Quantity	UOM	Unit Price	Total
Ballpen with Stand and Holder, Black	30	piece		
Ballpen, Gel, .7, Black	40	piece		
Ballpen, Gel, .7, Blue	40	piece		
Ballpen, Gel, .7, Red	40	piece		
Ballpen, ball liner, .8, Black	40	piece		
Ballpen, ball liner, .8, Blue	40	piece		
Ballpen, ball liner, .8, Green	40	piece		
Ballpen, ball liner, .8, Red	40	piece		
Erasable Pen, .7, Black	40	piece		
Erasable Pen, .7, Blue	40	piece		
Ballpen, 1.0, black	40	piece		
Ballpen, 1.0, blue	40	piece		
Pencil 2B	60	piece		
Permanent Marker, Black	24	piece		
Permanent Marker, Blue	24	piece		
Permanent Marker, Red	12	piece		
Highlighter, assorted color	10	box		
Whiteboard marker, Black	24	piece		
Whiteboard marker, Blue	24	piece		
Whiteboard marker, Red	12	piece		
Eraser, small, gray	2	Box		
Whiteboard eraser with magnet	7	piece		
Correction Tape, 5mm x 8m	20	Piece		
CORRECTION PEN, 7ML	20	Piece		

Paper Materials

Description	Quantity	UOM	Unit Price	Total
A4, 80 GSM	200	ream		
F4, 89 GSM	20	ream		
Color paper, assorted (blue,green, yellow), 70 gsm, A4	6	ream		
Color paper, assorted(blue,green, yellow),, 70 gsm, F4	3	ream		
Sticker Paper	10	pack		
Sticker Paper Label 101, 50 x 100mm, 101	10	Pack		
Sticker paper Label, 24 x 75mm, 104	10	Pack		
Sticker paper label, 18 x 50 mm, 107	10	Pack		
Sticky Note "Sign Here"	40	pack		

Sticky Note 3in x 3in	20	pack		
Sticky Note 3in x 5in	20	pack		
Log Book, Folio, 100 pages	10	pc		
Logbook Folio, 200pages	10	pc		
Spiral Notebook, A5	30	pc		

Cleaning and Sanitation Materials

Description	Quantity	UOM	Unit Price	Total
Micro Fiber cleaning Cloth, 30x30	40	Piece		
Synthetic Cleaning Cloth	10	Piece		
Cleaning Sponge	20	piece		
Toilet Brush	7	piece		
Floor Brush with long handle	5	piece		
Boom and dustpan	5	set		
Floor Brush with handle	7	piece		
Trashcan, 12 ltr, stainless, with lid and ergonomic pedal	10	Piece		
Trashcan, 20 ltr, stainless, with lid and ergonomic pedal	5	Piece		
Floor Cleaner, 770ml	30	Piece		
Hand Soap Refill, 450ml	60	Pack		
Dishwashing Liquid, 780ml	30	Pack		
Furniture Polish 450ml	20	Pack		
Automatic Sprayer Device	15	piece		
Automatic Disinfectant Spray Refill,	100	piece		
Toilet Color boll	30	Pack		
Trash bag small, 40 x 50 cm (30 pcs per pack)	100	Pack		
Trash bag medium, 80 x 80 cm (10 pcs per pack)	100	Pack		
Trash bag large, 40 x 80 cm (10 pcs per pack)	100	Pack		
Disinfectant Spray, 300ml	30	piece		
Mosquito Spray, 600ml	10	piece		
Car Freshener, 30 days	24	piece		
Hand Towel Econo, 140sh	240	pack		
Soft Tissue, 2 ply, 250shd	240	pack		
Tissue Roll	300	pack		
Hand Sanitizer, 75% alcohol 4L	15	piece		
Anti-Bacterial, hand Sanitizer, 50ml	100	piece		

Folders, envelopes, and arch files

Description	Quantity	UOM	Unit Price	Total
Plastic Folder, Clear Sleeves, F4	60	pack		
Plastic Folder, Clear Sleeves, A4	20	pack		
Plastic Folder, Business File, with Fastener, A4	50	piece		

Plastic Folder, Business File, with Fastener, F4	50	piece		
Paper Folder, F4, Blue	100	piece		
Paper Envelope, F4, Blue	100	piece		
Expanding File, A4, 12 pockets	20	piece		
Expanding File, Folio, 12 pockets	20	piece		
Arch file, 2 rings, 75mm, black	50	piece		
Arch File, 2 rings, 50mm, black	24	piece		
Pipe Binder, 100mm	30	piece		

ICT Supplies and Equipment

Description	Quantity	UOM	Unit Price	Total
Flash Drive, 32GB	15	piece		
Flash Drive, 16GB	15	piece		
Wireless mouse and keyboard with dongle	7	piece		
Wireless Optical mouse with dongle	8	piece		
Mouse pad, black, 300 x 250mm	30	piece		
Epson Ink 664, Cyan	4	piece		
Epson Ink 664, Yellow	4	piece		
Epson Ink 664, Magenta	4	piece		
Epson Ink 664, Black	4	piece		
HP 204A, Black	2	piece		
HP 204A, Cyan	2	piece		
HP 204A, Yellow	2	piece		
HP 204A, Magenta	2	piece		
HP 305A, Black	2	piece		
HP 305A, Cyan	2	piece		
HP 305A, Yellow	2	piece		
HP 305A, Magenta	2	piece		
HP 35A, Black	2	piece		
Epson 003, Black	15	piece		
Epson 003, Cyan	10	piece		
Epson 003, Yellow	10	piece		
Epson 003, magenta	10	piece		
Epson T289	7	piece		
Epson T290	7	piece		

Other supplies and materials

Description	Quantity	UOM	Unit Price	Total
Vinyl Paper Clip, 100 pcs	10	pack		
Paper clip, 28mm, small	20	box		
Paper clip, 50mmjumbo	20	box		
Binder Clip, 51mm	10	box		
Binder Clip, 40mm	10	box		
Binder Clip, 32mm	10	box		
Binder Clip, 19mm	10	box		
Binder Clip, 15mm	10	Box		

Staple wire, 5mm	40	box		
Brass Plated Fasteners, 1.27cm	10	Box		
Plastic Paper Fastener	5	Box		
Plastic Push Pins	10	Pack		

Glue Stick, 35gr	36	Piece		
Packing Tape, 2 inches, brown	35	Piece		
Packing Tape, 2 inches, transparent	40	Piece		
Tape, 25mm x 66mm	35	Piece		
Masking Tape, 25mm, cream	40	Piece		
Tape, Transparent, 12.7mm, with dispenser	30	Piece		
Electrical tape, 3/4 inches, 25m	15	Piece		
Instant Glue, Cyandarcylate Adhesive 28gr	15	Piece		
Multi-purpose glue, 118ml	20	Piece		
Scissors, Stainless steel, Big, 2.0mm blade s thickness	15			
Scissors, Stainless Steel, Medium, 120gr	15	piece		
Cutter, .45-06 blade thickness	15	piece		
Punch Hole, 2 holes	4			
Tape Dispenser for .5 – 1 inch	9			
Ruler, 100cm, Metal	15	piece		
Ruler, 30cm, Metal	20			
Rubber Band, Jumbo, Size: Width: 10 mm / 1 cm Length around: 24 cm Thickness: 2 mm Diameter: 8 cm Length stretched: 50 cm length 10cm, thickness .5cm	60	pack		
Alkaline Battery, AAA (4pcs pack)	60	Pack		
Alkaline Battery, AA (4pcs pack)	60	Pack		
Bulb, 18w, white	100	Piece		
Lamp Bulb, 18w, yellow	40	Piece		
Lamp Bulb, 18W, PL0C2P	30	Piece		
Metal Spiral Ring, Ring Kawat/spiral kawat, A4, 1/4	1	Box		
Metal Spiral Ring, Ring Kawat/spiral kawat, A4, 7/16	1	Box		
Metal Spiral Ring, Ring Kawat/spiral kawat, A4, 9/16	1	Box		
Metal Spiral Ring, Ring Kawat/spiral kawat, Folio, 1/4	1	Box		
Metal Spiral Ring, Ring Kawat/spiral kawat, Folio, 7/16	30	Piece		
Metal Spiral Ring, Ring Kawat/spiral kawat, Folio, 9/16	30	Piece		
Socket Adaptor, 3 socket	15	piece		
Socket Adaptor with switch	20	piece		
Extension Cord, 6 sockets with switch, 1.5m	10	piece		
Extension Cord, 10 meters	10	piece		
Cover TC-2, Cord Cover	150	meter		