



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

**REQUEST FOR QUOTATION**

**Procurement of Office Supplies: Stamps**

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

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD320.00 or its equivalent in IDR.


The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 22 August 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  
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia  
Tel. No. : 3100334  
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, 15 August 2022

By Authority of the Bids and Awards Committee (BAC)

  
**JOEL M. PERALTA**  
Chairperson, BAC

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## TERMS OF REFERENCE

### Procurement of Office Supplies: Stamps

The Approved Budget for Contract (ABC) is USD320.00 or its equivalent in IDR.

#### General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
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 a detailed price computation.

#### Technical Specifications

Description	Quantity
Mechanical automatic stamps <ul style="list-style-type: none"><li>• with cover</li><li>• Size up to 3x8cm</li></ul>	23
Dater stamps <ul style="list-style-type: none"><li>• Size up to 4x5cm</li></ul>	2
Manual rubber stamps <ul style="list-style-type: none"><li>• Size up to 4x5cm</li></ul>	5

- Design and content of said stamps, seal shall be forwarded to the contractor after the receipt of the Notice of Award.

#### Payment Terms

1. Payment shall be made within thirty (30) working days upon receipt of the acknowledgement receipt of the invoice.