



الجمهورية العربية السورية
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT

29 July 2018

RFQ-KWT-01-2018

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in the State of Kuwait through its Bids and Awards Committee (BAC) is pleased to invite you to submit an open quotation for the procurement of consumables and common computer supplies of the Embassy, subject to the General Conditions stated herein, on or before Monday, 30 July 2018, described as follows:

ITEM DESCRIPTION	UNIT	QUANTITY
HP Laser Jet Ink 17A	Piece	6
HP Laser Jet Ink 35A	Piece	45
HP Laser Jet Ink 80	Piece	13
HP Laser Jet Ink 85A	Piece	75
HP Cartridge 650 (Black)	Piece	6
HP Cartridge 650 (Colored)	Piece	7
HP Cartridge 652 (Colored)	Piece	64
HP Cartridge 652 (Black)	Piece	64
HP Cartridge 655 (Black)	Piece	27
HP Cartridge 655 (Pink)	Piece	32
HP Cartridge 655 (Blue)	Piece	30
HP Cartridge 655 (Yellow)	Piece	33
HP Cartridge 903 (Black)	Piece	6
HP Cartridge 903 (Pink)	Piece	10
HP Cartridge 903 (Blue)	Piece	10
HP Cartridge 903 (Yellow)	Piece	10
Samsung Toner 111S	Piece	4
Toner/TK 1120	Piece	3
Toner/TK 7205	Piece	4
A4 Size Bond Paper 80gsm	Box	94
F4 Size Bond Paper 80gsm	Box	77
F4 Size Colored Paper (Pink 1x500)	Ream	7
Parchment Paper	Pack	6
Binder Clip 15mm	Box	22

Villa 817, St. 101 cor. Abdullah Abdul Aziz Al Humaidi St., Block 1, Al-Siddeeq Area
P.O. Box : 47721 Al-Siddeeq, State of Kuwait

Binder Clip 19mm	Box	22
Binder Clip 25mm	Box	22
Binder Clip 31mm	Box	14
Binder Clip 32mm	Box	8
Binder Clip 42mm	Box	16
Binder Clip 51mm	Box	30
Paper Clip Big	Box	34
Paper Clip Small	Box	34
File Fastener	Box	55
Post It Notepad 1.5x2 Size	Pack	3
Post It Notepad 2x3 Size	Pack	7
Post It Notepad 3x5 Size	Pack	19
Post It Notepad 3x4 Size	Pack	7
Post It Notepad 3x3 Size	Pack	25
Correction Pen	Box	13
Ring Binder Folder	Piece	4
Blue Folder	Pack	57
File Folder 1x50 (3 inches)	Box	18
File Folder 1x50 (2 inches)	Box	4
UHU Stick	Pack	39
Highlighter Assorted Color	Pack	13
Permanent Marker	Pack	13
Ball Pen	Box	13
Uni-Ball Gel Impact Sign Pen (Blue)	Box	40
Uni-Ball Gel Impact Sign Pen (Black)	Box	16
Uni-Ball Gel Impact Sign Pen (Red)	Box	12
Pencil	Box	7
Record Book/Log Book	Piece	38
Rubber Band	Box	74
Stamp Pad Ink (Violet) 1 Doz	Pack	13.5
Staple Wire No. 35	Box	10
Staple Wire 26/6	Box	97
Scotch Tape 2 Inch	Piece	71
Scotch Tape 1 Inch	Piece	100
Masking Tape 2 Inch	Piece	36
TAPE, Double Sided Tape	Piece	2
Lamination Pouch A4	Pack	5
Brown Envelope F4	Box	44
Brown Envelope A4	Box	55
White Envelope F4	Box	44
White Envelope A4	Box	50
Staple Remover	Piece	13
Heavy Duty Puncher	Piece	3
Handheld/Eyelet Puncher	Piece	12
Flash Drive 8gb	Piece	43
Scissors	Piece	29
Calculator	Piece	3

Stapler	Piece	16
Anti-Virus 2in1	Piece	20
Roll papers for the Q machine	Box	2

General conditions:

1. Prices should be inclusive of all relevant taxes and charges;
2. Prices should be quoted in Kuwaiti Dinar (KWD) and payment will be made also in KWD (NBK Check);
3. The bidder must submit the following documentary requirement:
 - a. Business Permit
 - b. Company Profile
4. The BAC reserves the right to request for or waive any documentary requirement, taking into consideration the usual trade and business being observed in the State of Kuwait in accordance with GPPB Resolution No. 28-2017;
5. The Request must not be taken as a guarantee that the Mission shall enter automatically into a contract, and should a contract be entered into, this is in no way be construed as a waiver of the Mission's sovereign immunity;
6. The bidder that submitted the lowest calculated responsive quotation shall be awarded the contract subject to the best interest of the Philippine Government.

For further inquiries or clarifications, please refer to

Bids and Awards Committee (BAC) Secretariat
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CHARLESON C. HERMOSURA
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