



## REQUEST FOR QUOTATION

24 January 2024

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to select a company for the provision of certificate holders (A4 size with pocket) and would like to request quotations from any interested party. You may refer to the following specifications related to this matter:

Quantity	Unit	Item Description	Price
500	pcs	Certificate Holders (A4 size with pocket)	

Please submit on or before **31 January 2024** a signed quotation for the provision. Should you require further clarifications, please contact the Embassy at telephone number +965 6500 2612 and e-mail [bac.kuwaitpe@gmail.com](mailto:bac.kuwaitpe@gmail.com) or [kuwait.pe@dfa.gov.ph](mailto:kuwait.pe@dfa.gov.ph).

Very truly yours,

  
**JOSEL N. MOSTAJO**  
Chairperson, Bids and Awards Committee

RFQ-01-24-0002

## TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for engaging the services of a provider for provision of certificate holders for embassy use.
2. **DURATION AND SCOPE** – The contract shall be one-time only.
3. **DELIVERY** – The provider must provide certificate holders for the embassy. With free delivery upon request for said service.
4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
5. **PAYMENT PROCEDURE** – Payment for the services will be for the next Fifteen (15) days upon the provision of services, in Cheque.