



سفارة جمهورية الفلبين - الكويت
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT



REQUEST FOR QUOTATION

26 June 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 procuring Office and Bathroom Supplies and would like to request quotations from any interested party. You may refer to the attached list related to this matter.

Please submit on or before **03 July 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 or kuwait.pe@dfa.gov.ph.

Very truly yours,

JOSEL N. MOSTAJO
Chairperson,
Bids and Awards Committee

RFQ-06-24-0010



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TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for the purpose of engaging the services of a provider for procuring office and bathroom supplies for the Embassy.
2. **DURATION AND SCOPE** – The contract shall be one-time only.
3. **DELIVERY** – The provider must provide the office and bathroom supplies based on the list and deliver the supplies at the Embassy.
4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
5. **PAYMENT PROCEDURE** – Payment for the services will monthly, upon the delivery of the unit, in Cheque.



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QTY	Unit	Item Description
5	Box	Expanding Envelope, Legal Size
10	Pack	A4 Brown Envelope (Side Open)
10	Pack	F4 Brown Envelope (Side Open)
20	Pcs	USB Flashdrive 16GB
20	Box	A4 Bond Paper 120gsm [Pack 5rims]
20	Box	F4 Bond Paper 120gsm [Pack 5rims]
200	Box	Clip-Rite Eyelets No. 5, 250pcs
5	Pcs	HP Laserjet Toner CE285AC - BLACK
5	Pcs	HP Laserjet Toner CF217AC - BLACK
2	Pcs	HP 652 Ink Cartridge - BLACK
2	Pcs	HP 652 Ink Cartridge - COLORED
30	Bottles	Dettol Liquid Handwash 200ml
10	Pcs	Extension Wire 5 Outlets
70	Rolls	Toilet Paper (Rolls) (Small)
100	Rolls	Paper Towel (Rolls) (Big)
150	Box	Facial Tissue
10	Gallon	Clorox HE Performance Bleach 121 Oz.
20	Bottles	Fairy Diswashing Liquid 433ml Lemon
50	Pack	Black Garbage Bags - Large
50	Pack	Garbage Bags (small)
100	Pack	Gold Seal
15	pcs	Stamp Pad Ink (Red)
5	pcs	Trodat Dater
3	pcs	Trodat Numbering Auto Stamp
10	Bottles	Dettol Liquid
5	Pcs	Glass Wiper
5	Bottles	Tornado Kraftreiniger (Scented Cleaning formula)
5	Bottles	ToiletOIL Fresh (Toilet Cleaner)
5	Bottles	HagodorPURE (All Purpose Cleaner)
5	Bottles	Bareeq Multi-Purpose Cleaner
1	Pcs	3M Red Buffer Pads
5	Pcs	Cleaning Floor Scraper
10	Pcs	Bulb
10	Pack	Plastic Cup