



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

**REQUEST FOR QUOTATION**

20 September 2023

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to procure Office 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 **12 October 2023** 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-09-23-0041

## **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 supplies for the Embassy.
2. **DURATION AND SCOPE** – The contract shall be one-time only.
3. **DELIVERY** – The provider must provide the office 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 be after 15 days, upon the delivery of the items, in Cheque.

<b>QTY</b>	<b>Unit</b>	<b>Item Description</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Box	5	Sign Pen 1mm - Uni-Ball Gel Impact – BLUE		
Box	5	Ballpen 1mm Blue		
Box	5	A4 Bond Paper 80gsm		
Pcs	4	Stapler		
Pcs	4	6 Feet Extension Cords with Individual Switch and Overload Protection		
			<b>Total</b>	