



الجمهورية العربية السورية
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT

REQUEST FOR QUOTATION

21 December 2023

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 **25 December 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 or kuwait.pe@dfa.gov.ph.

Very truly yours,


AARON ERICK A. LOZADA

Vice Chairperson, Bids and Awards Committee

RFQ-12-23-0055A

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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20	Box	Montex Tri-More BallPen 1mm BLUE [Pack 10]	
20	Box	Sign Pen 1mm - Uni-Ball Gel Impact - BLACK [Pack 12]	
30	Box	Sign Pen 1mm - Uni-Ball Gel Impact - BLUE [Pack 12]	
32	Pack	A4 Bond Paper 120gsm [Pack 5rimms]	
5	Pack	F4 Folder - Blue [50/pack]	
15	Pcs	Glue Stick 40g	
20	Pcs	HP Laserjet Toner CE285AC - BLACK	
10	Pcs	HP Laserjet Toner CF217AC - BLACK	
5	Pack	Clear Folder F4	
5	Pack	Clear Folder A4	
10	Pcs	USB Flashdrive 16GB	
35	Pcs	Furniture Spray/Polish	
25	Box	Clip-Rite Eyelets No. 5, 250pcs	
20	Pcs	Liquid Handwash 200ml	
50	Pcs	Clean Plus 1ply Tower Center Pull Spiral 200mmx180m	
70	Pack	Fine Facial Tissue Box 2ply 150 Sheets	
10	Pcs	Clorox HE Performance Bleach 121 Oz.	
30	Pcs	Fairy Diswashing Liquid 433ml Lemon	
30	Pcs	Air Freshener, Spray, 300 ml	
50	Pcs	Car Air Freshner	
100	Pack	Black Garbage Bags - Large	
5	Pcs	Extension Wire 5 outlets	
10	Pcs	Trodat Gregorian Dater 3.2 x 2.4cm	
5	Pcs	Dettol 4Litres	
10	Box	Binder Clips 2 Width large	
5	Pcs	Eyelet Puncher	
40	Pack	Small Plastic Bag (50 per pack)	
25	Pcs	Gold Seal Sticker	
70	Pcs	Cleaning Towel	
10	Pcs	Bareeq Toilet Cleaner	
10	Pcs	Bareeq All Purpose Cleaner	
10	Box	Cleaning Gloves	
5	Bottle	Thinner	
1	set	Mop Set big	
3	Pcs	Tire Black Polish	
1	Pcs	3M Red Buffer Pads	
30	Pcs	Tissue Roll Holder	
3	Bottle	Alcohol	

10	Pcs	Masking Tape	
10	Pcs	Clear Tape	
10	Pcs	Packaging Tape	
1	set	Bubble Wrap	
1	Pcs	5-layer Paper Tray	
5	Pcs	Double-sided Tape	
10	Pcs	Tide Powder with Essence of Downy, 110g	