



الجمهورية العربية السورية
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT

REQUEST FOR QUOTATION

27 August 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 **11 September 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,

JOSEL N. MOSTAJO
Chairperson, Bids and Awards Committee

RFQ-08-23-0040



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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
13	Box	A4 Bond Paper 120gsm [Pack 5rims]
6	Box	F4 Bond Paper 120gsm [Pack 5rims]
4	Pcs	HP Laserjet Toner CE285AC - BLACK
12	Pcs	HP Laserjet Toner CF217AC - BLACK
40	pcs	Liquid Handwash 200ml
10	Rolls	Clean Plus 1ply Tower Center Pull Spiral 200mmx180m
15	pack	Gold Seal Sticker
35	box	Cleaning Towel
12	bottle	Bareeq Toilet Cleaner
12	bottle	Bareeq All Purpose Cleaner
1	box	Cleaning Gloves
1	bottle	Thinner
15	pcs	Steel Polish Spray
7	pack	Small Plastic Bag (50 per pack)
15	pcs	Hand Sanitizers
6	pcs	Long Mop
5	pcs	Long Broom Stick
3	pcs	Dust Pan