



السفارة الفلبينية
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT

REQUEST FOR QUOTATION

17 April 2022

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 **21 April 2022** 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-04-22-0006

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.

QTY	Unit	Item Description	Unit Cost	Total Cost
30	Box	Montex Tri-More BallPen 1mm BLUE [Pack 10]		
10	Box	Staedtler Norica Graphite Pencil with Eraser Tip [Pack 12]		
20	Box	Sign Pen 1mm - Uni-Ball Gel Impact - BLACK [Pack 12]		
20	Box	Sign Pen 1mm - Uni-Ball Gel Impact - BLUE [Pack 12]		
5	Box	Expanding Envelope, Legal Size - BROWN [Pack 50]		
100	Pcs	L-Shape Plastic Folder - A4 size, non-printed, WHITE		
100	Pcs	L-Shape Plastic Folder - F4 size, non-printed, WHITE		
5	Pack	F4 Punched Transparent Document Pocket Folder Sleeves, 100/pack		
20	Box	A4 Bond Paper 120gsm [Pack 5rims]		
20	Box	F4 Bond Paper 120gsm [Pack 5rims]		
5	Box	A4 Laminating Film [100 pcs/box]		
10	Pcs	Cutter Knife 500		
20	Pcs	Cutter Blade Big		
10	pcs	Staple		
10	Pcs	Staple Remover		
3	Pcs	KW-trio Pencil Sharpener 305		
200	Box	Clip-Rite Eyelets No. 5, 250pcs		
10	Box	Phoenix Paper Clips Silver 33mm [10x100pcs/box]		
30	box	Sign Here Sticker, 1 x 1 3/4 inch		
1	Rolls	Large Bubble Wrap, 1000mm x 50m		
15	Pcs	HP Laserjet Toner CE285AC - BLACK		
15	Pcs	HP Laserjet Toner CF217AC - BLACK		
10	Pcs	HP 103AD Dual Pack (W1103AD) - Black		
30	Bottles	Liquid Handwash 200ml		
20	Gallon	70% Handwash Alcohol 4 Litres		
50	Box	3ply Disposable Protective Face Mask		
50	Rolls	Clean Plus 1ply Tower Center Pull Spiral 200mmx180m		
100	Box	Fine Facial Tissue Box 2ply 150 Sheets		
15	Gallon	Clorox HE Performance Bleach 121 Oz.		
10	Gallon	VIROBAN Sanitizer/Disinfectant, 5L/Gallon		
20	Bottles	Fairy Diswashing Liquid 433ml Lemon		
50	Pcs	Tide Powder with Essence of Downy, 110g		
30	Pcs	Air Freshener, Spray, 300 ml		
50	Pack	Black Garbage Bags - Large		
5	Pcs	6 Feet Long Extension Cords, 3 Prongs, 4 Outlets with Individual Switch and Overload Protection Switch		
			Total	