



الجمهورية العربية السورية  
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
KUWAIT

## REQUEST FOR QUOTATION

15 December 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 **22 December 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](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-12-22-0021



### 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                                     | Unit Cost | Total Cost |
|-----|---------|--|-----------|------------|
| 30  | Box     | Montex Tri-More BallPen 1mm BLUE [Pack 10]           |           | 0.000      |
| 10  | Box     | Sign Pen 1mm - Uni-Ball Gel Impact - BLACK [Pack 12] |           | 0.000      |
| 10  | Box     | Sign Pen 1mm - Uni-Ball Gel Impact - BLUE [Pack 12]  |           | 0.000      |
| 5   | Box     | Expanding Envelope, Legal Size - BROWN [Pack 50]     |           | 0.000      |
| 5   | Pcs     | Scissors Medium Size                                 |           | 0.000      |
| 15  | Pcs     | Furniture Spray/Polish                               |           | 0.000      |
| 60  | Box     | A4 Bond Paper 120gsm [Pack 5rims]                    |           | 0.000      |
| 20  | Box     | F4 Bond Paper 120gsm [Pack 5rims]                    |           | 0.000      |
| 5   | Box     | A4 Laminating Film [100 pcs/box]                     |           | 0.000      |
| 70  | Pack    | F4 Folder - Blue [50/pack]                           |           | 0.000      |
| 15  | pcs     | Stapler (large)                                      |           | 0.000      |
| 10  | Pcs     | Staple Remover                                       |           | 0.000      |
| 30  | Pcs     | Glue Stick 40g                                       |           | 0.000      |
| 200 | Box     | Clip-Rite Eyelets No. 5, 250pcs                      |           | 0.000      |
| 100 | Pack    | Letter Envelope WHITE                                |           | 0.000      |
| 15  | Pcs     | HP Laserjet Toner CE285AC - BLACK                    |           | 0.000      |
| 15  | Pcs     | HP Laserjet Toner CF217AC - BLACK                    |           | 0.000      |
| 10  | Pcs     | HP Ink Cartridge 652 BLACK                           |           | 0.000      |
| 10  | Pcs     | HP Ink Cartridge 652 COLORED                         |           | 0.000      |
| 5   | Pcs     | KYOCERA TK-7205 - Black                              |           | 0.000      |
| 30  | Bottles | Liquid Handwash 200ml                                |           | 0.000      |
| 50  | Rolls   | Clean Plus 1ply Tower Center Pull Spiral 200mmx180m  |           | 0.000      |
| 50  | Box     | Fine Facial Tissue Box 2ply 150 Sheets               |           | 0.000      |
| 5   | Gallon  | Clorox HE Performance Bleach 121 Oz.                 |           | 0.000      |
| 10  | Gallon  | VIROBAN Sanitizer/Disinfectant, 5L/Gallon            |           | 0.000      |
| 30  | Bottles | Fairy Diswashing Liquid 433ml Lemon                  |           | 0.000      |
| 30  | Pcs     | Air Freshener, Spray, 300 ml                         |           | 0.000      |
| 20  | Pcs     | Car Air Freshner                                     |           | 0.000      |



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|    |         |   |       |
|----|---------|---|-------|
| 70 | Pack    | Black Garbage Bags - Large  | 0.000 |
| 1  | box     | Power Tools   | 0.000 |
| 5  | pcs     | Extension Wire 5 outlets  | 0.000 |
| 3  | pcs     | Dust Pan  | 0.000 |
| 3  | pcs     | Vileda Floor Wiper  | 0.000 |
| 30 | pcs     | Plastic Tape 48mm x 100 yard  | 0.000 |
| 5  | pcs     | Clear Ruler 30cm  | 0.000 |
| 5  | pcs     | External Hard Drive 2TB   | 0.000 |
| 5  | pcs     | Trodat Gregorian Dater 3.2 x 2.4cm  | 0.000 |
| 10 | pack    | ROCO Parchment Premium Paper A4 (100 sheets/pack)                         | 0.000 |
| 10 | pcs     | Universal Multi Adapter   | 0.000 |
| 30 | Bottles | Dettol 4Litres  | 0.000 |
| 15 | Pcs     | Cockroach Insecticide Gel   | 0.000 |
| 5  | Pcs     | Corkboard with Aluminum Frame 60cmx45cm                                   | 0.000 |
| 10 | box     | Binder Clips 2 Width large  | 0.000 |
| 5  | Pcs     | White Bulletin Board (Medium)   | 0.000 |
| 10 | Pack    | Blank CDs (50 per pack)   | 0.000 |
| 10 | Pcs     | Eyelet Puncher  | 0.000 |
| 10 | Pcs     | McAfee Total Protection for 5 Devices or Kaspersky security for 4 Devices | 0.000 |
| 45 | Pcs     | Multi Port Hub 8 in 1 USB-C   | 0.000 |
| 30 | Pcs     | Office Professional Plus (Lifetime)                                       | 0.000 |
| 20 | box     | Push Pins   | 0.000 |