



سفارة الفلبين  
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
KUWAIT

REQUEST FOR QUOTATION

15 February 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 printing the Travel Document Form and would like to request quotations from any interested party. You may refer to the following specifications related to this matter:

Quantity	Unit	Item Description	Price
10	Ream	Printing of Travel Document Form F4 Size, 120 gsm, 500pcs/reams	

Please submit on or before **20 February 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-02-22-0002

## TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for the purpose of engaging the services of a provider for printing Travel Document Form for the Embassy.
2. **DURATION AND SCOPE** – The contract shall be one-time only.
3. **DELIVERY** – The provider must provide Ten (10) reams of Travel Document Form in F4 size (500pcs/ream) and should be delivered to 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 Fifteen (15) to Thirty (30) days, upon the delivery of the unit, in Cheque.