



السفارة الفلبينية  
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
KUWAIT

REQUEST FOR QUOTATION

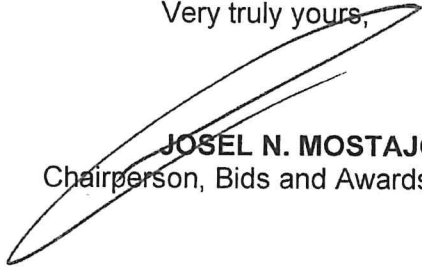
20 July 2022

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 **24 July 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-07-23-0009

Villa 817, St. 101, cor. Abdullah Abdul Aziz Al Humaidi St., Block 1, Al Siddeeq Area  
P.O.Box : 47721 Al-Siddeeq, State of Kuwait

## **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]		0.000
10	Box	Staedtler Norica Graphite Pencil with Eraser Tip [Pack 12]		0.000
20	Box	Sign Pen 1mm - Uni-Ball Gel Impact - BLACK [Pack 12]		0.000
20	Box	Sign Pen 1mm - Uni-Ball Gel Impact - BLUE [Pack 12]		0.000
5	Box	Expanding Envelope, Legal Size - BROWN [Pack 50]		0.000
100	Pcs	L-Shape Plastic Folder - A4 size, non-printed, WHITE		0.000
100	Pcs	L-Shape Plastic Folder - F4 size, non-printed, WHITE		0.000
5	Pack	F4 Punched Transparent Document Pocket Folder Sleeves, 100/pack		0.000
20	Pcs	USB Flashdrive 16GB		0.000
5	Pcs	Paper Tray (3 trays)		0.000
5	Pcs	Scissors		0.000
10	Pcs	Furniture Polish		0.000
10	Pcs	Double-sided Tape		0.000
20	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
20	Pack	F4 Folder - Blue [50/pack]		0.000
10	Pcs	Cutter Knife 500		0.000
20	Pcs	Cutter Blade Big		0.000
10	pcs	Staple		0.000
10	Pcs	Staple Remover		0.000
3	Pcs	KW-trio Pencil Sharpener 305		0.000
200	Box	Clip-Rite Eyelets No. 5, 250pcs		0.000
10	Box	Phoenix Paper Clips Silver 33mm [10x100pcs/box]		0.000
30	box	Sign Here Sticker, 1 x 1 3/4 inch		0.000
1	Rolls	Large Bubble Wrap, 1000mm x 50m		0.000
15	Pcs	HP Laserjet Toner CE285AC - BLACK		0.000
15	Pcs	HP Laserjet Toner CF217AC - BLACK		0.000
10	Pcs	HP 103AD Dual Pack (W1103AD) - Black		0.000
10	Pcs	KYOCERA TK-7205 - Black		0.000
30	Bottles	Liquid Handwash 200ml		0.000
10	Gallon	70% Handwash Alcohol 4 Litres		0.000
50	Rolls	Clean Plus 1ply Tower Center Pull Spiral 200mmx180m		0.000
150	Box	Fine Facial Tissue Box 2ply 150 Sheets		0.000
15	Gallon	Clorox HE Performance Bleach 121 Oz.		0.000
5	Gallon	VIROBAN Sanitizer/Disinfectant, 5L/Gallon		0.000
20	Bottles	Fairy Diswashing Liquid 433ml Lemon		0.000
40	Pcs	Tide Powder with Essence of Downy, 110g		0.000
20	Pcs	Air Freshener, Spray, 300 ml		0.000
50	Pack	Black Garbage Bags - Large		0.000
			<b>Total</b>	<b>0.000</b>