



REQUEST FOR QUOTATION

01 June 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 White Envelopes with Embassy Letterhead 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
250	pcs	Full Scape Envelope Printing	
250	pcs	A4 Envelope Printing	
250	pcs	F4 Envelope Printing	

Please submit on or before **08 June 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-05-23-0032



TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for engaging the services of a provider for provision of white envelopes with embassy letterhead.
2. **DURATION AND SCOPE** – The contract shall be one-time only.
3. **DELIVERY** – The provider must provide envelopes for the embassy. With free delivery upon request for said service
4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
5. **PAYMENT PROCEDURE** – Payment for the services will be for the next Fifteen (15) days upon the provision of services, in Cheque.