

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR THE
PHILIPPINE EMBASSY IN CANBERRA FOR JANUARY TO DECEMBER 2019**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Thirteen Thousand Australian Dollar (A\$13,000.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for January to December 2019.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Date	Specifications	Approved Budget for the Contract (ABC)
04 January 2019	<i>Please see attached list of Office Supplies.</i> <i>All quotes must be inclusive of GST</i>	A\$13,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office on or before 11 January 2019 located at 1 Moonah Place, Yarralumla ACT 2600 or email address: cbrpe@philembassy.org.au.
4. The Philippine Embassy reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected supplier(s)/contractor(s).
5. For further information, please contact:

BAC Secretariat
Philippine Embassy in Canberra
1 Moonah Place, Yarralumla ACT 2600
Tel. No.: (02) 6273-2535/6; Fax No. (02) 6173-3984
Email Address: cbrpe@philembassy.org.au


MA. CORINA A. REYES
BAC Vice Chairperson

04 January 2019

EMBASSY OF THE PHILIPPINES

Request for Quotation - Office Supplies (2019)

ITEM/DESCRIPTION	UNIT	QTY	
FOLDBACK CLIP MARBIG 25MM BX12 (BINDER CLIP)	BOX	12	
RED/BLACK RECORD BOOK/JOURNAL A4 200PG/NOTEBOOK MARBIG 18960 HARD COVER A4 200PG	PIECE	24	
NOTEBOOK SPIRAL SPIRAX A4 595 STANDARD 120PG	PIECE	10	
A5 HARD COVER PRESSBOARD NOTEBOOK	PIECE	20	
BATTERY DURACELL AA BX24	BOX	2	
BATTERY DURACELL AAA BX24	BOX	2	
CORRECTION PEN LIQUID PAPER 7ML WHITE	PIECE	8	
CORRECTION TAPE LIQUID PAPER DRYLINE 5MMX8.5M WHITE	PIECE	40	
CORRECTION FLUID LIQUID PAPER BOND 20ML WHITE	PIECE	8	
LETTER FILE A4 PK100	PACK	4	
BINDER ASPIRE L/A A4 RADO BOARD	PIECE	160	
BINDER L/A F/C RADO BOARD	PIECE	60	
STAPLES ASPIRE 6MM NO.56 26/6 BX5000	BOX	40	
STAPLE REMOVER MARBIG CLAW	PIECE	8	
STAPLER ASPIRE ASA37700 FULL STRIP BLACK	PIECE	8	
FILE FASTENER ARNOS #3 METAL	BOX	8	
SHEET PROTECTOR MARBIG A4 COPSAYE BX300	BOX	2	
FLAT FILE MARBIG A4 STANDARD BLACK	PIECE	10	
CART I/J CANON PG-512 BLACK HIGH YIELD	PIECE	10	
CART I/J CANON CL-513 COLOUR HIGH YIELD	PIECE	10	
CART I/J CANON CLI-526 & PGI-525 VALUE PACK6	PACK	2	
CART I/J CANON CLI-526 BLACK INK	PIECE	2	
CART I/J CANON CLI-526 GREY INK	PIECE	2	
CART I/J CANON CLI-526 MAGENTA INK	PIECE	2	
CART I/J CANON CLI-526 YELLOW INK	PIECE	2	
CART I/J CANON CLI-526 CYAN INK	PIECE	2	
CART I/J CANON PGI-525BK BLACK	PIECE	24	
CANON CLI-521 & PGI-520 VALUE PACK OR 521 PLUS PACK	PACK	2	
USB DRIVE V3.0 8GB	PIECE	8	
USB DRIVE V2.0 16GB	PIECE	8	
TOILET PAPER ROLL ASPIRE PREMIUM 2-PLY INDIVIDUALLY WRAPPED	BOX	16	
HAND TOWEL INTERLEAVED REGAL GOLD LARGE 21X30.5CM 120 SHEETS/PACK	PACK	16	
DISHWASHING LIQUID PALMOLIVE DRY SKIN/ ALOE 500ML	BOTTLE	84	
CLEANER AJAX SPRAY N WIPE 500ML	BOTTLE	64	
AIR FRESHENER AIRWICK SPARKLING CITRUS 237G	CAN	24	
CLEANER GLASS AJAX WINDEX 500ML TRIGGER	BOTTLE	12	
BLEACH NORTHFORK 5L	BOTTLE	4	
NORTHFORK HAND WASH 2L ALOE & CHAMOMILE 2L	BOTTLE	12	
NORTHFORK SOAP LIQUID HANDWASH PEARL BLUE 5L	BOTTLE	2	
GLUE STICK UHU 40GM	PIECE	48	
FLAGS POST IT PRINTED 680-SH2 TWIN PACKS SIGN HERE PK100	PACK	6	
LAMINATING POUCH ASPIRE A4 80MC BX100	BOX	2	
BAG RESEALABLE ZIPLOCK 305X450MM MSB12 PK100	PACK	8	
TISSUE ASPIRE 2PLY 200 SHEET/BOX	BOX	48	
GIFT BAG SMALL	PIECE	16	
GIFT BAG BOTTLE	PIECE	16	
GIFT BAG LARGE	PIECE	16	
RUBBER BANDS #16 500G	PACK	8	
RUBBER BANDS #34 500G	PACK	8	

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