

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

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Three Thousand Five Hundred Australian Dollars (A\$3,500.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for October 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:

<b>Date</b>	<b>Specifications</b>	<b>Approved Budget for the Contract (ABC)</b>
15 August 2019	<i>Please see attached list of Office Supplies.  All quotes must be inclusive of GST</i>	A\$3,500.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office on or before 23 August 2019 located at 1 Moonah Place, Yarralumla ACT 2600 or email address: [cbrpe@philembassy.org.au](mailto: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](mailto:cbrpe@philembassy.org.au)

  
**AIAN A. CARINGAL**  
BAC Chairperson

15 August 2019

**2019 Q4 SUPPLIES**

<b>ITEM/DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
BINDER ASPIRE L/A A4 RADO BOARD	PIECE	40
ARCH FILE 2-HOLES (LONG/FOOLSCAP)	PIECE	30
CART I/J CANON PGI-525 INK BLACK	PIECE	16
PAPER A4 80GSM CARBON NEUTRAL WHITE	REAMS	150
QUILL PARCHMENT PAPER 58 (NATURAL) 90GSM PK100	PACK	4
QUILL PAPER THICK 200GSM (WHITE) PK100	PACK	1
POST-IT STICKY NOTE (SMALL) - POST IT PK12	PACK	1
ARNOSS FASTENER (METAL) PK50	PACK	4
UHU GLUE STICK 40G	PIECE	30
FLAT FILE A4 BLUE (PLASTIC FOLDER)	PIECE	20
FLAT FILE A4 BLACK (PLASTIC FOLDER)	PIECE	20
ENERGIZER BATTERY AA PK24	PACK	1
ENERGIZER BATTERY AAA PK24	PACK	1
CORRECTION TAPE	PACK	40
CORRECTION FLUID 20ML	BOTTLE	5
LIQUID PAPER CORRECTION PEN	PIECE	8
STABILO BOSS PEN HIGHLIGHTER	PIECE	10
PLASTIC CUP 180ML PK1000	PACK	2
PLASTIC PLATE 22CM PK40	PACK	20
FOAM CUPS 237ML PK288	PACK	2
KITCHEN PAPER TOWEL ROLLS PK2	PACK	12
TOILET PAPER ROLL ASPIRE PREMIUM 2-PLY INDIVIDUALLY WRAPPED	BOX	10
HAND TOWEL INTERLEAVED REGAL GOLD LARGE 21X30.5CM 120 SHEETS/PACK	PACK	10
HANDWASH LIQUID ALOE & CHAMOMILE 2L	BOTTLE	5
BLEACH NORTHFORK 5L	BOTTLE	2
AJAX SPRAY & WIPE 500ML	BOTTLE	12