

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR THE
PHILIPPINE EMBASSY IN CANBERRA FOR JANUARY TO MARCH 2020**

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\$2,500.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for January to March 2020.
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)
07 January 2020	<i>Please see attached list of Office Supplies. All quotes must be inclusive of GST</i>	A\$2,500.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office on or before 15 January 2020 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
Acting BAC Chairperson

07 January 2020

**PHILIPPINE EMBASSY
CANBERRA, AUSTRALIA
2020 Q1 OFFICE SUPPLIES**

STOCK NO.	ITEM/DESCRIPTION	UNIT	QTY
BK-001	RED/BLACK RECORD BOOK/JOURNAL A4 200PG	PIECE	6
BT-001	ENERGIZER BATTERY AA PK24	PACK	1
BT-002	ENERGIZER BATTERY AAA PK24	PACK	1
CE-002	CORRECTION TAPE	PACK	30
CT-001	SCISSORS TITANIUM 8-INCH	PIECE	2
EN-002	ASPIRE ENVELOPE WHITE (DL) PK500	BOX	1
FS-001	ARCH FILE 2-HOLES (A4/SHORT)	PIECE	30
FS-006	ARNOSS FASTENER (METAL) PK50	PACK	4
IC-010	CART I/J CANON PGI-525 INK BLACK	PIECE	12
JS-001	TOILET PAPER ROLL PREMIUM 2-PLY INDIVIDUALLY WRAPPED CTN48	BOX	4
JS-002	HAND TOWEL INTERLEAVED REGAL GOLD LARGE PK20 21X30.5CM 120 SHEETS/PACK	PACK	4
JS-003	PALMOLIVE ULTRA DISHWASH 500ML	BOTTLE	12
JS-004	AJAX SPRAY & WIPE 500ML	BOTTLE	12
JS-006	AIR WICK AIR FRESHENER	CAN	6
JS-008	BLEACH NORTHFORK 5L	BOTTLE	2
OS-005	PLASTIC RESEALABLE BAGS 180X180MM OR 150X230MM PK100	PACK	6
PN-008	UNIBALL SIGNO UMN-207 BLACK RETRACTABLE TIP 0.7MM	PIECE	12
PN-012	PERMANENT MARKER (PENTEL PEN) BLACK	PIECE	3
PN-013	PERMANENT MARKER (PENTEL PEN) BLUE	PIECE	3
PN-014	PERMANENT MARKER (PENTEL PEN) RED	PIECE	3
PP-001	PAPER A4 80GSM CARBON NEUTRAL WHITE	REAMS	60
PP-003	QUILL PARCHMENT PAPER 58 (NATURAL) 90GSM PK100	PACK	4
PP-005	QUILL PAPER THICK 200GSM (WHITE) PK100	PACK	1
RS-001	NAPKIN TORK LUNCHEON 2PLY 321X315MM WHITE PK100	PACK	12
RS-002	KITCHEN PAPER TOWEL ROLLS PK2	PACK	12
RS-003	PLASTIC CUP 180ML PK1000	PACK	1
RS-004	PLASTIC PLATE 22CM PK40	PACK	10
RS-005	FOAM CUPS 237ML PK1000	PACK	1
RS-006	PK1000 WOODEN STIRRER STICK PK1000	PACK	2
RS-016	ARNOTTS CLASSIC ASSORTED 1.5KG	PACK	3
TP-001	TAPE TRANSPARENT 1" CLEAR	ROLL	6
OS-030	HAND SANITISING GEL ALCOHOL FREE 500ML	BOTTLE	4
OS-031	HAND SANITISER GEL ALCOHOL FREE 2L	BOTTLE	3