

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

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Two Thousand Australian Dollars (A\$2,000.00) 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 2020.
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>
18 September 2020	<i>Please see attached list of Office Supplies.  All quotes must be inclusive of GST</i>	AU\$ 2,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office on or before 28 September 2020 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

18 September 2020

**PHILIPPINE EMBASSY  
CANBERRA, AUSTRALIA  
2020 Q4 OFFICE SUPPLIES**

<b>STOCK NO.</b>	<b>ITEM/DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
FS-007	SHEET PROTECTOR A4 PK300	PACK	3
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	6
JS-003	PALMOLIVE ULTRA DISHWASH 500ML	BOTTLE	12
JS-004	AJAX SPRAY & WIPE 500ML	BOTTLE	12
JS-005	TOILET GEL/CLEANER (TOILET DUCK)	BOTTLE	10
JS-006	AIR WICK AIR FRESHENER (LAVENDER)	CAN	10
OS-005	PLASTIC RESEALABLE BAGS 180X180MM OR 150X230MM PK100	PACK	12
OS-007	FACIAL TISSUE 2PLY 224SH	BOX	10
PN-008	UNIBALL SIGNO UMN-207 BLACK RETRACTABLE TIP 0.7MM	PIECE	12
PN-016	UNIBALL GEL IMPACT PEN BLUE 1.0MM UM-153S	PIECE	10
PP-001	PAPER A4 80GSM CARBON NEUTRAL WHITE	REAMS	75
RS-001	NAPKIN TORK LUNCHEON 2PLY 321X315MM WHITE PK100	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-008	COFFEE CREAMER/WHITENER 750G	PACK	4
RS-019	PLASTIC BOWLS 18CM PK100	PACK	20
SD-003	STAMP PAD INK (BLACK)	BOTTLE	5
TP-001	TAPE TRANSPARENT 1" CLEAR	ROLL	6
TP-002	TAPE TRANSPARENT 3" CLEAR PK6	PACK	1
TP-003	TAPE TRANSPARENT 3" BROWN	ROLL	6
	<b>SUB-TOTAL</b>		
	<b>GST</b>		
	<b>TOTAL</b>		