

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR THE
PHILIPPINE EMBASSY IN CANBERRA FOR OCTOBER TO DECEMBER 2021**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Five Thousand Australian Dollars (A\$5,000.00) 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 2021.
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)
24 September 2021	<i>Please see attached list of Office Supplies. All quotes must be inclusive of GST</i>	A\$ 5,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 1 October 2021** 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


NICOLE THERESE A. DE CASTRO
BAC Chairperson

24 September 2021

**PHILIPPINE EMBASSY
CANBERRA, AUSTRALIA**

2021 Q4 OFFICE SUPPLIES

ITEM/DESCRIPTION	UNIT	QTY
CORRECTION TAPE PK2	PACK	24
ENVELOPE BROWN (C4) PK50	PACK	4
SHEET PROTECTOR (A4) PK300	PACK	2
CART I/J CANON PG-512 BLACK HIGH YIELD	PACK	3
CANON CLI 521 AND PGI 520 INK CARTRIDGE VALUE PACK OR 521 PLUS PACK	PACK	1
TOILET PAPER ROLL PREMIUM 2-PLY INDIVIDUALLY WRAPPED CTN48	BOX	3
HAND TOWEL INTERLEAVED REGAL GOLD LARGE PK20 21X30.5CM 120 SHEETS/PACK	PACK	4
CLEANER GLASS AJAX WINDEX 500ML TRIGGER	BOTTLE	3
HANDWASH LIQUID ALOE & CHAMOMILE 2L	BOTTLE	4
GLEN 20 DISINFECTANT 300G LAVENDER	CAN	12
UHU GLUE STICK 40G	PIECE	12
LAMINATING POUCH ASPIRE A4 80MC BX100	BOX	1
PLASTIC RESEALABLE BAGS 180X180MM OR 150X230MM PK100	PACK	12
RUBBER BANDS #34 500G	PACK	4
FACE MASK DISPOSABLE BX50	BOX	50
GLOVES VINYL POWDER FREE CLEAR MEDIUM BX100	BOX	5
FIRST AID BAND-AID PLASTIC STRIPS PK50	PACK	3
PAPERMATE KILOMETRICO PEN REGULAR (BLACK) PK50	BOX	1
PEN R/B GEL UNIBALL SIGNO UM-151S FINE RED	PIECE	6
ASPIRE PAPER A4 80GSM CARBON NEUTRAL WHITE 5 REAMS PER BOX	BX5	20
NAPKIN TORK LUNCHEON 2PLY 320X315MM WHITE PK100	PACK	8
PLASTIC PLATE 22CM PK40	PACK	12
PLASTIC BOWLS 18CM PK100	PACK	4
HOT DRINK MIXER KARIMA WHITENER 750GM	PACK	4
CUTLERY WOODEN ENVIRO BIOPAK COATED FORKS 160MM PK100	PACK	10
CUTLERY WOODEN ENVIRO BIOPAK COATED SPOONS 160MM PK100	PACK	10
DISPENSER HAND SANITISER AUTO GEL SELF STANDING ADJ HEIGHT	SET	4
KITCHEN PAPER TOWEL ROLLS PK2	PACK	10
A5 NOTEBOOK	PIECE	100