

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR THE
PHILIPPINE EMBASSY IN CANBERRA FOR APRIL TO JUNE 2022**

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 April to June 2022.
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)
13 April 2022	<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 21 April 2022** 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


AIAN A. CARINGAL
BAC Chairperson

13 April 2022

**PHILIPPINE EMBASSY
CANBERRA, AUSTRALIA**

2022 Q2 OFFICE SUPPLIES

	ITEM/DESCRIPTION	UNIT	QTY
1	TOILET PAPER ROLL PREMIUM 2-PLY INDIVIDUALLY WRAPPED CTN48	BOX	3
2	HAND TOWEL INTERLEAVED REGAL GOLD LARGE PK20 21X30.5CM 120 SHEETS/PACK	PACK	3
3	PLASTIC RESEALABLE BAGS 180X180MM OR 150X230MM PK100	PACK	24
4	FACE MASK DISPOSABLE BX50	BOX	30
5	ASPIRE PAPER A4 80GSM CARBON NEUTRAL WHITE 5 REAMS PER BOX	BX5	15
6	NAPKIN TORK LUNCHEON 2PLY 320X315MM WHITE PK100	PACK	12
7	PLASTIC PLATE 22CM PK50	PACK	12
8	PLASTIC BOWLS 18CM PK50	PACK	6
9	HOT DRINK MIXER KARIMA WHITENER 750GM	PACK	3
10	COFFEE NESCAFE BLEND 43 500GM	CAN	2
11	CUTLERY WOODEN ENVIRO BIOPAK COATED FORKS 160MM PK100	PACK	10
12	CUTLERY WOODEN ENVIRO BIOPAK COATED SPOONS 160MM PK100	PACK	10
13	TAPE TRANSPARENT 24MM X 50M CLEAR	PACK	6
14	UNIBALL GEL IMPACT PEN BLUE 1.0MM UM-153S	PIECE	6
15	UNIBALL SIGNO UMN-207 BLACK RETRACTABLE TIP 1.0MM	PIECE	6
16	UNIBALL SIGN PEN BLACK (0.7MM) SIGNO UM-151S	PIECE	6
17	UNIBALL SIGN PEN BLUE (0.7MM) SIGNO UM-151S	PIECE	6
18	UNIBALL SIGN PEN RED (0.7MM) SIGNO UM-151S	PIECE	6
19	ARTLINE PERMANENT MARKER (PENTEL PEN) BLACK	PIECE	3
20	PERMANENT MARKER (PENTEL PEN) BLUE	PIECE	3