

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

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 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)
02 November 2022	<i>Please see attached list of Office Supplies. All quotes must be inclusive of GST</i>	AU\$ 3,500.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 09 November 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; Fax No. (02) 6173-3984
Email Address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

02 November 2022

**PHILIPPINE EMBASSY
CANBERRA, AUSTRALIA**

2022 Q4 SUPPLIES

ITEM/DESCRIPTION	UNIT	QTY
CABINET FILING 460WX623DX1321HMM 4 DRAWER SILVER GRAY	PIECE	2
ASPIRE PAPER A4 80 GSM CARBON NEUTRAL WHITE 5 REAMS/BOX	BOX	10
PARCHMENT PAPER A4 NATURAL Quill 90GSM 100PCS/PACK	PACK	1
LETTER FILE ULTRA A4 CLEAR BOX100	BOX	1
SHEET PROTECTOR LIGHT WEIGHT (A4) BX300	BOX	2
UNIBALL GEL IMPACT PEN BLACK 1.0MM UM-153S	PIECE	20
UNIBALL GEL IMPACT PEN BLUE 1.0MM UM-153S	PIECE	20
FOLD BACK (BINDER) CLIPS 25MM BX12	BOX	10
FOLD BACK (BINDER) CLIPS 32MM BX12	BOX	12
NOTEBOOK A5	PIECE	10
CORRECTION TAPE 4.2MMX12M WHITE BX10	BOX	2
LAMINATING POUCH ASPIRE BX100	BOX	1
POST IT NOTES 76X76MM 654- PK5	PACK	2
POST IT NOTES 38X51MM 653-AN PK12	PACK	1
POST IT FLAG SIGN HERE YELLOW TWIN PACKS PK100	PACK	1
POST IT PAGE MARKERS 23X73MM	PACK	3
MARKER PERMANENT (BLACK)	PIECE	3
STAPLES BX5000	BOX	4
TRANSPARENT TAPE 24MMX66M	ROLL	5
GIFT BAG BOTTLE PINSTRIPE BLACK/SILVER	PIECES	10
GIFT BAG LARGE PINSTRIPE BLACK/SILVER	PIECES	10
ENVELOPE (EXPANDABLE) BX100 340X229mm WHITE BX100	BOX	1
FACIAL TISSUE 2PLY	BOX	12
TOILET PAPER ROLL PREMIUM 2-PLY INDIVIDUALLY WRAPPED CTN48	BOX	2
KITCHEN PAPER TOWEL ROLLS PK2	PACK	20
NAPKIN TORK LUNCHEON 2PLY 330X3330MM WHITE PK150	PACK	5
GLOVES VINYL POWDER FREE CLEAR MEDIUM BX100	BOX	1
AIRWICK BOTANICA FRENCH LAVENDER & HONEY BLOSSOM NON-AEROSOL ROOM SPRAY 236ML	BOTTLE	10
HAND TOWEL INTERLEAVED REGAL GOLD LARGE PK20 21X30.5CM 120 SHEETS/PACK	PACK	2
PALMOLIVE ULTRA DISHWASH 500ML	PIECE	24
SPONGE/SCOURER SCOTCH BRITE HEAVY DUTY PK8	PACK	2

PLASTIC RESEALABLE BAGS 180X180MM OR 150X230MM PK100	PACK	20
PLASTIC CUP 180ML PK1000	PACK	1
PLASTIC PLATE 22CM PK50	PACK	10
PLASTIC BOWLS 18CM PK50	PACK	10
FOAM CUPS 237ML PK300	PACK	1
PK1000 WOODEN STIRRER STICK PK1000	PACK	1
CUTLERY WOODEN ENVIRO BIOPAK COATED FORKS 160MM PK100	PACK	5
CUTLERY WOODEN ENVIRO BIOPAK COATED SPOONS 160MM PK100	PACK	5
COFFEE NESCAFE BLEND 43 1KG	CAN	2
HOT DRINK MIXER WHITENER 750GM	PACK	4
A5 NOTEBOOK	PCS	76