



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
AGANA

REQUEST FOR QUOTATION OF PRICES
2nd Quarter Office Supplies
Project No. PCGAG-2021-28

24 May 2021

Sir/Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered as the final price offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE/JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate General hereby reserves the right to reject any/all offers and accept any/all offers it deems as most economical and advantageous to the Government of the Philippines.
3. Goods/Services supplied or delivered shall be subject to the usual inspection by the Consulate General's duly authorized representative.
4. Payment will only be effective upon strict compliance with all relevant accounting and auditing regulations.
5. The validity period of the price quoted must appear in the quotation.

QTY	UNIT	PARTICULARS*	UNIT PRICE**	TOTAL AMOUNT**
1	lot	PPEs		
1	lot	Common used office supplies		
1	lot	Kitchen products		
1	lot	Computer accessories		
1	lot	Other Supplies		
TERMS OF PAYMENT			DELIVERY DATE	QUOTE VALID UNTIL
Supplier Name:				
Contact Person:		Designation:		
Business Address:				
Contact Number:		Email Address:		

Note: Please specify the TERMS OF PAYMENT and DELIVERY DATE with your quote. When available, submit colored photos & technical brochures. Submit quotation using the form above or submit on company letterhead using the same information as above.

* see full specification(s) in attachment marked "Annex A"

** all item prices and total amount must be quoted in USD and inclusive of taxes (where applicable), shipping, delivery, and other user costs.


EMMANUEL M. VICENCIO
Property Officer
Bids and Awards Committee Member


ALEX O. VALLESPIN
Vice-Chairperson
Bids and Awards Committee

Noted by:


FERDINAND PANTAS FLORES
Chairperson
Bids and Awards Committee

FULL TECHNICAL SPECIFICATIONS
2nd Quarter Office Supplies
Project No. PCGAG-2021-28

LOT	QTY	UNIT	TECHNICAL SPECIFICATIONS	REQUIRED/OPTIONAL
1	24	bottle	Isopropyl alcohol 70% 16Oz	Required
	6	box	Vinyl gloves (100/box)	Required
	24	pack	Disinfecting wipes 70% alcohol	Required
	1000	pc	Disposable face mask 3 layers medical grade	Required
2	30	pc	PP folder transparent	Required
	24	pc	Glue stick 21 g	Required
	2	box	Notarial gold seal 2" dia @18pack/box	Required
	12	pc	Highlighter yellow	Required
	2	pack	Paper clip vinyl coated small	Required
	3	pack	Paper clip vinyl coated large	Required
	24	pads	Paper notes 76x76	Required
	4	pack	Rubber band #56219 size 19	Required
	6	pc	Scissors large heavy duty	Required
	6	pc	Stapler standard heavy duty	Required
	30	pc	9V battery	Required
	10	pc	Steno notebook	Required
	24	roll	Transparent tape 19mm x 32m	Required
	3	6	pack	Bottled water 16 fl oz (24bottle/pack)
4		can	Coffee creamer 30oz	Required
4		pack	Paper plates 10"	Required
4		pack	Paper plates 17 cm	Required
4		pack	Paper bowl 20 oz	Required
2		pack	Paper towel 6 roll/pack	Required
6		set	Silverware set 20 pc/set	Required
10		pack	Table tissue plain white	Required
4		box	Trash bag 33 gal cap	Required
4		4	pair	PC mouse & keyboard wireless combo
	4	pc	Mouse pad	Required
5	10'	can	Disinfectant spray 354g	Required
	12	pack	Car air freshener vent clip 2ml (2pc/pack)	Required