



PURCHASE REQUEST

Entity Name: Philippine Consulate General, Macau SAR

Fund Cluster: 01101101

Office Section:		PR No: 2019- 03-009			Date: 06 March 2019	
Diplomacy/Consular		Responsibility Center Code:				
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost	
	pcs.	HP toner 55A black	3			
	pcs.	HP toner 35A black	2			
	pcs.	Uniball Vision RT UBN-176N black	36			
	pcs.	Uni Pin black 0.8 mm	36			
	reams	A4 Photocopy Paper	150			
	pcs.	Stamp pad ink, blue	10			
	pcs.	Letterhead A4	3,000			
	pcs.	Ribbon Cartridge LQ310	2			
	pcs.	Pentel Pen permanent marker black	12			
XXXXX	XXXXX	xxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx	XXXX	XXXXXX	XXXXXX	
TOTAL				MOP		

Purpose: For the Official Use of the Philippine Consulate.

Signature : Printed Name: Designation:	Requested by:  GINA D. CLEMENCIO Property Officer	Approved by:  LILYBETH R. DEAPER Consul General
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PHILIPPINE CONSULATE GENERAL, MACAU SAR
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Date: 06 March 2019

REQUEST FOR QUOTATION

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 final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Philippine Consulate General hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the post's Administrative Officer or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the prices quoted must appear in the quotation.

QTY.	UNIT	PARTICULARS	AMOUNT
3	pieces	HP toner 55A black	
2	pieces	HP toner 35A black	
36	pieces	Uniball Vision RT UBN-176N black	
36	pieces	Uni Pin black 0.8 mm	
150	reams	A4 Photocopy Paper	
10	pieces	Stamp pad ink, blue	
3,000	pieces	Letterhead A4	
2	pieces	Ribbon Cartridge LQ310	
12	pieces	Pentel Pen permanent marker black	
xxxxx	xxxxxx	xxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxx

NOTE: Please specify the TERMS OF PAYMENT and DELIVERY DATE.

Prepared by:

Approved by:

GINA D. CLEMENCIO
 Property Officer

LILYBETH R. DEAPER
 Consul General *gnd*

TERMS OF REFERENCE (TOR)

Description: Procurement of office supplies for the official use of the Philippine Consulate.

a. Approved Budget for the Contract (ABC);

The Philippine Consulate General, Macau SAR, through the authorized appropriation, intends to apply the amount of MOP 14,000.00 as the approved Budget of Contract (ABC) for the procurement of office supplies of the Consulate.

**the above-quoted budget is inclusive of all applicable taxes.*

b. Objective:

The volume of work, especially the increasing services both consular and diplomacy at the Philippine Consulate General, Macau SAR necessitates the procurement of the office supplies to enhance its capacity to perform its mandate.

c. Scope of Required Services:

Procurement of the office supplies needed of the Philippine Consulate General

d. Specifications:

PARTICULARS				
Contract Package	Classification	Quantity	Specification/Description	Amount
1	Procurement of the Office supplies for the official use of the Philippine Consulate	3 pcs. 2 pcs 36 pcs 36 pcs 150 reams 10 pcs 3,000 pcs 2 pcs 12 pcs	HP toner 55A black HP toner 35A black Uniball Vision RT UBN-176N black Uni Pin black 0.8 mm A4 Photocopy Paper Stamp pad ink, blue Letterhead A4 Ribbon Cartridge LQ310 Pentel Pen permanent marker black	MOP 14,000.00