

PURCHASE REQUEST

Entity Name: Philippine Consulate General, Macau SAR **Fund Cluster: 01101101**

Office Section:		PR No: 2019- 09-043			Date: 02 September 2019	
Diplomacy/Consular		Responsibility Center Code:				
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost	
	pcs.	HP toner 55A black	2			
	pcs.	HP toner 35A black	2			
	reams	A4 Photocopy paper	200			
	pcs.	Letterhead	3,000			
	reams	A4 pink copy paper	5			
	pcs.	Chop REDENTOR D. GENOTIVA (Consul)	2			
	pcs.	Chop MARIA ANGELICA C. GENOTIVA (Consul)	2			
	pcs.	Scissors	5			
	pcs.	A4 file holder box	15			
	pc	Chop CERTIFIED TRUE COPY with PCG MACAU SAR and Logo	1			
	pcs.	A4 plastic folder blue	100			
	pc.	Black Toner MLT-D111S	1			
	pc.	LC163BK Ink Cartridge Black	1			
	pc.	LC163C Ink Cartridge Cyan	1			
	pc.	LC163M Ink Cartridge Magenta	1			
	pcs.	Ribbon Cartridge LQ310	3			
	pcs.	2 Ring binder A4 size black PVC file folder (3 inches)	10			
xxxxx	xxxxx	xxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx	xxxx	xxxxxx	xxxxx	
TOTAL				MOP		

Purpose: For the Official Use of the Philippine Consulate.

Requested by:

Approved by:

Signature :

Printed Name:

Designation:

GINA D. CLEMENCIO

Property Officer

LILYBETH R. DEAPERA

Consul General



PHILIPPINE CONSULATE GENERAL, MACAU SAR
Units 1404-1406, 14/F AIA Tower, Avenida Comercial de
Macau, Macau SAR

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pcgmacau@gmail.com or macau.pcg@dfa.gov.ph

Date: 02 September 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
2	pieces	HP toner 55A black	
2			
200	reams	A4 Photocopy paper	
3,000	pieces	Letterhead	
5	reams	A4 pink copy paper	
2	pieces	Chop REDENTOR D. GENOTIVA (Consul)	
2	pieces	Chop MARIA ANGELICA C. GENOTIVA (Consul)	
5	pieces	Scissors	
15	pieces	A4 file holder box	
1	piece	Chop CERTIFIED TRUE COPY with PCG MACAU SAR and Logo	
100	pieces	A4 plastic folder blue	
1	piece	Black Toner MLT-D111S	
1	piece	LC163BK Ink Cartridge Black	
1	piece	LC163C Ink Cartridge Cyan	
1	piece	LC163M Ink Cartridge Magenta	
3	pieces	Ribbon Cartridge LQ310	
10	pieces	2 Ring binder A4 size black PVC file folder (3 inches)	
XXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX

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

Prepared by:


GINA D. CLEMENCIO
 Property Officer

Approved by:


LILYBETH R. DEAPERERA
 Consul General