



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
菲律賓共和國駐澳門特別行政區總領事館
MACAU SAR

REQUEST FOR QUOTATION

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure miscellaneous office supplies through Shopping in accordance with Section 52.1.b of the implementing Rules and Regulations of the Republic Act No 9184, as follows:

Name of Project : Procurement of Miscellaneous Office Supplies
Location : Units 1404-1406, 14th Floor AIA Tower
Avenida Comercial de Macau, Macau SAR
Specifications : Please refer to the attached Purchase Request
Approved Budget : Approximately MOP16,000.00
for the Contract

Interested suppliers are requested to submit their price quotation on or before 03:00 p.m. of 05 December 2019. You may send quotation through email at macau.pcg@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract (ABC) of MOP16,000.00.

Should you require further clarification, please contact Gina Clemencio at (+853) 66981900 or send a message to rjreigianne@gmail.com.

Very truly yours,

LILYBETH R. DEAPER

Consul General and Head of Procuring Entity

Macau SAR, 25 November 2019

TERMS AND 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.
- 6.

Units 1404-1406, 14/F AIA Tower, Nos. 251-A-301, Avenida Comercial de Macau, Macau SAR
Tel: (853) 28757111 Fax: (853) 28757227

Website: www.macaupcg.dfa.gov.ph Email: macau.pcg@dfa.gov.ph



PURCHASE REQUEST

Entity Name: **Philippine Consulate General, Macau SAR**

Fund Cluster: 01101101

Office Section:		PR No: 2019- 11-057			Date: 24 November 2019	
Diplomacy/Consular		Responsibility Center Code:				
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost	
	pcs.	HP toner 55A black	3			
	reams	A4 Photocopy paper	150			
	reams	A4 green copy paper	5			
	pcs.	DVD RW 4.7GB	10			
	pads	Post it 3x3	20			
	pads	Post it 2x3	20			
	bottles	Stamp pad ink blue	10			
	bottles	Stamp pad ink red	2			
	pcs.	Correction tape refill	25			
	pcs.	Glue stick	20			
	boxes	Binder Clips 25mm	12			
	boxes	Binder Clips 19mm	12			
	pcs.	Highlighter blue	5			
	rolls	Masking tape (big)	15			
	packs	Gold Seal	60			
	packs	Red Seal	60			
	pcs.	Light bulb PL-C 2P 13W/865	25			
	pcs.	UNI-PIN (PIN 08-200 (S) black	50			
	pcs.	chop "ORIGINAL SEEN" ink refillable	1			
	boxes	Time Card for Seiko Time Recorder Z120	4			
	pcs.	Calculator	2			
	boxes	Paper fastener (Metal)	10			
XXXXX	XXXXX	XXXXXXXXXX Nothing Follows XXXXXXXXXXXXXXXX	XXXX	XXXXXX	XXXXX	
TOTAL				MOP		

Purpose: For the Official Use of the Philippine Consulate.

	Requested by:	Approved by:
Signature :		
Printed Name:	GINA D. CLEMENCIO	LILYBETH R. DEAPER
Designation:	Property Officer	Consul General