



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

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Date: 01 March 2020

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
4,000	pieces	Letterhead A4	
12	boxes	Binder Clips 41mm	
2	pieces	HP toner 35A black	
24	reams	Gel ink pen 1.0	
4	pieces	Calculator Ribbon GR.24(B/R)	
30	pieces	Calculator Tape	
100	pieces	A4 Clear folder	
10	pieces	A4 file holder box	
100	piece	A4 plastic folder blue	
1	pieces	Chop JOCELYN B. CARBONELL (Signing Officer)	
xxxxx	xxxxxx	xxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxx

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

Prepared by:

GINA D. CLEMENCIO
 Property Officer

Approved by:

LILYBETH R. DEAPER
 Consul General *al*

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 7,000.00 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 in both the consular and diplomacy section 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 by 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	4000 pieces 12 boxes 2 pieces 24 pieces 4 pieces 30 pieces 100 pieces 10 pieces 100 pieces 1 piece	Letterhead A4 Binder Clips 41mm HP toner 35A black Gel ink pen 1.0 Calculator Ribbon GR.24(B/R) Calculator Tape A4 Clear folder A4 file holder box A4 plastic folder blue Chop JOCELYN B. CARBONELL (Signing Officer)	MOP 7,000.00