



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINE**  
**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, 14 <sup>th</sup> Floor AIA Tower Avenida Comercial de Macau, Macau SAR
Specifications	:	Please refer to the attached Purchase Request
Approved Budget for the Contract	:	Approximately MOP8,000.00

Interested suppliers are requested to submit their price quotation on or before 03:00 p.m. of 04 December 2020. You may send quotation through email at [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph). Quotations should not exceed the Approved Budget for the Contract (ABC) of MOP8,000.00.

Should you require further clarification, please contact Gina Clemencio at (+853) 66981900 or send a message to [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph).

Very truly yours,

**LILYBETH R. DEAPER**

Consul General and Head of Procuring Entity

Macau SAR, 26 November 2020

**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.
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.

Units 1404-1406, 14/F AIA Tower, Nos. 251-A-301, Avenida Comercial de Macau, Macau SAR

Tel: (853) 28757111 Fax: (853) 28757227

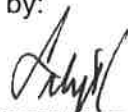
Website: [www.macaupcg.dfa.gov.ph](http://www.macaupcg.dfa.gov.ph) Email: [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph)

## PURCHASE REQUEST

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

Office Section:		<b>PR No: 2020- 11-045</b>			Date: 26 November 2020	
Diplomacy/Consular		Responsibility Center Code:				
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost	
	pc.	HP toner 35A black	2			
	pc.	HP toner 85A black	3			
	pack	A4 photo paper	2			
	pc.	A4 Letterhead	3,000			
	pc.	Chop CHRISTINE A. ESPAYOS (Signing Officer)	1			
	pc.	Ribbon Cartridge LQ310	3			
	case	Eyelet No. 5 (9707 copper, 4.8mmX4.6mm)	30			
	box	Paper clip colored	30			
	box	Paper fastener (metal)	10			
	pc.	HP toner CF350A Laserjet black	1			
	pc.	CD-R 700 MB	50			
xxxxx	xxxxx	xxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx	xxxx	xxxxxxx	xxxxxx	
<b>TOTAL</b>				<b>MOP</b>		

**Purpose:** For the Official Use of the Philippine Consulate.

Requested by:  Signature : Printed Name: <b>GINA D. CLEMENCIO</b> Designation: Property Officer	Approved by:   <b>LILYBETH R. DEAPERA</b> Consul General
---	---