



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 and would like to request a quotation from your company.

Name of Project	:	Procurement of Miscellaneous Office Supplies for one (1) year from April 2021 to April 2022 Delivery of supplies is quarterly.
Location	:	Units 1404-1406, 14 th Floor AIA Tower Avenida Comercial de Macau, Macau SAR
Specifications	:	Please submit lowest price quotation/s for the items individually described in the Purchase Request, subject to the below Terms and Conditions.
Approved Budget for the Contract	:	MOP47,000.00

Interested suppliers are requested to submit their signed price quotation on or before 03:00 p.m. of 20 April 2021. You may send the quotation through email at macau.pcg@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract (ABC) of MOP47,000.00.

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


MA. JOSEFA L. VILLENA
Procurement Personnel


SARAH MARIA D. JUGUETA
Procurement Personnel


CHRISTINE A. ESPAYOS
Procurement Personnel

Macau SAR, 12 April 2021

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation shall be denominated in Macau Patacas and shall include all taxes, duties, and/or other lawful charges.
3. 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.
4. The Philippine Consulate General hereby reserves the right to reject any/all offers; accept any/all offers it may consider most economical and advantageous to the Government; declare a failure or not to award the contract for any reasonable ground.
5. Goods supplied and delivered shall be subject to the usual inspection by the Consulate's Administrative Officer or duly authorized representative and
6. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
7. 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 Email: macau.pcg@dfa.gov.ph

PURCHASE REQUEST

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

Fund Cluster: 01101101

Office Section:		PR No: 2021- 03-001			Date: 11 April 2021	
Diplomacy/Consular		Responsibility Center Code:				
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost	
	pc.	HP toner 35A black	6			
	pc.	HP toner 85A black	8			
	pc	HP toner 89A black	1			
	reams	A4 Bond paper	500			
	pc.	A4 Letterhead	6,000			
	pc.	Chop CHRISTINE A. ESPAYOS (Signing Officer)	1			
	pc.	Chop MARIA ANGELICA C. GENOTIVA (Acting Head of Post)	2			
	pc.	Chop for incoming officers	10			
	pc.	Chop EXPEDITE	2			
	pc.	Chop RELEASE with dater	3			
	pc.	Chop Official Receipt No: _____ Date: _____ Service No. _____ Name: _____ Release Date: _____	4			
	pc.	Ribbon Cartridge LQ310	12			
	pc.	Calculator Ribbon GR24	6			
	case	Eyelet No. 5 (9707 copper, 4.8mmX4.6mm)	60			
	pack	Notarial Gold Seal	60			
	box	Paper clip colored no. 116	20			
	box	Paper fastener (metal)	10			
	pc.	HP toner CF350A Laserjet black	1			
	pc.	Zebra ballpen black	200			
	roll	Fax thermal paper	5			
	ream	A3 bond paper	1			
	roll	Masking tape clear	20			
	roll	Masking tape brown	20			
	pc.	Correction tape refill	48			
	box	Staple wire (1/4" 6mm)	20			
	pack	Photo paper (100pcs/pack) A4 size	1			
	pack	Double A battery (AA 18pcs/pack)	2			
	pc.	Glue Stick	20			
	pack	Time card for SEIKO time recorder Z120 (100pcs each pack)	6			
	pc.	Steno notebook	10			
	pc.	Fluorescent tube (18W/54-765)	48			
	pc.	Fluorescent tube (T8 36W/4ft)	12			
	box	Metal binder clips (51mm)	10			
	pc	Post-it 3x3	20			

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
	pc	Post-it 2x3	20		
	rolls	Stationery tape (big)	20		
	rolls	Stationery tape (small)	40		
xxxxx	xxxxx	xxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxx	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


MARIA ANGELICA C. GENOTIVA
 Acting Head of Consular Post



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MACAU SAR

MEMO-09-2021

MEMORANDUM FOR THE PROCUREMENT PERSONNEL

CC: **Administrative Officer** *[Signature]*
Finance Officer *[Signature]*

FROM: *[Signature]*
GINA D. CLEMENCIO
Property Officer (End User)

SUBJECT: **Procurement of various office supplies through GPPB Resolution No. 28-2017**

DATE: 11 April 2021

This is to request approval of the Procurement Personnel, for the procurement of various office supplies for the official use of the Consulate for one (1) year through GPPB Resolution No. 28-2017. Delivery of said supplies is quarterly.

Said procurement is indicated in Post's Annual Procurement Plan (APP) 2021 (copy attached).

The proposed Approved Budget for the Contract is MOP47,000.00.

Also attached is the draft Request for Quotation with the Terms of Reference.

For consideration and appropriate action.

Approved Disapproved

[Signature]
MA. JOSEFA L. VILLENA
Procurement Personnel

[Signature]
SARAH MARIA D. JUGUETA
Procurement Personnel

[Signature]
CHRISTINE A. ESPAYOS
Procurement Personnel