



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, detailed 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 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 : MOP 88,999.29

Interested suppliers are requested to submit their price quotation **on or before 06:00 p.m. of 19 December 2022**. Quotations can be sent through email at macau.pcg@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract (ABC) of Eighty-Eight Thousand Nine Hundred Ninety-Nine Macau Patacas and Twenty-Nine Avos (MOP88,999.29).

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

Very truly yours,


MARIA ANGELICA C. GENOTIVA
BAC Chairperson

Macau SAR, 12 December 2022

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; and 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: <https://macaupcg.dfa.gov.ph> Email: macau.pcg@dfa.gov.ph

PURCHASE REQUEST


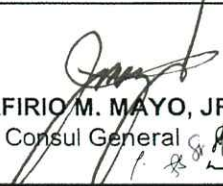
Entity Name: **Philippine Consulate General, Macau SAR**

Fund Cluster: 01101101

Office Section: **PR No: 2022- 12-007** Date: 12 December 2022
 Diplomacy/Consular Responsibility Center Code:

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
	pc	HP toner 35A black	10		
	pc	HP toner 85A black	10		
	pc	HP toner 55A black	5		
	pc	HP toner CF350A Color LaserJet Pro ((MFP M177) black	3		
	pc	HP toner CF351A Color LaserJet Pro ((MFP M177) cyan	3		
	pc	HP toner CF353A Color LaserJet Pro ((MFP M177) magenta	3		
	pc	HP toner CF352A Color LaserJet Pro ((MFP M177) yellow	3		
	ream	A4 Bond paper	350		
	ream	A4 color paper (pink)	20		
	pc	Glue stick	100		
	pc	Calculator Ribbon GR24	10		
	pc	Paper fastener (metal)	20		
	pc	CD-R	100		
	ream	A3 bond paper	2		
	box	Eyelet No. 5 (9707 copper, 4.8mmX4.6mm)	60		
	pc	ballpen (black)	100		
	pc	A4 Letterhead	5000		
	pc	Signing Pen 0.8mm (black)	150		
	roll	Packaging tape (big)	30		
	roll	Stationery tape (small)	200		
	pc	A4 white envelope with PCG Address	500		
	box	Staple wire (1/4" 6mm)	40		
	box	Paper clips (colored)	200		
	pc	Correction tape refill	200		
	pc	Sticky Notes 3X3	100		
	pc	Sticky Notes 3X2	100		
	pc	Black ballpen with holder (refill)	600		
	pc	A4 Folder yellow	400		
	pack	Time card for SEIKO time recorder Z120 (100pcs each pack)	10		
	pc	Weighing scale (up to 60 kgs)	1		
	pc	Clear book folder	50		
	pc	Folder holder (green)	100		
	pc	Folder holder (blue)	100		
	pc	Folder holder (black)	100		
	pc	PVC file box (black)	50		
	pc	PVC file box (blue)	50		
	pc	Fountain pen	1		
xxxxx	xxxxx	xxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxx	xxxx	xxxxxxx	xxxxxx
TOTAL				MOP	

Purpose: For the Official Use of the Philippine Consulate.

Requested by:	Approved by:	
Signature :		
Printed Name:	GINA D. CLEMENCIO	PORFIRIO M. MAYO, JR.
Designation:	Property Officer	Consul General