



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 GPPB Resolution No. 28-2017 and the implementing Rules and Regulations of the Republic Act No 9184, as follows:

Name of Project : Procurement of Miscellaneous Office Supplies for one (1) year with semi-annual, or, as needed, delivery

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 65,167.91

Interested suppliers are requested to submit their price quotation **on or before 06:00 p.m. of 13 June 2022**. You may send quotation through email at macau.pcg@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract (ABC) of Sixty-Five Thousand Macau Patacas (MOP65,167.91)

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, 5 June 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: 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: 2022- 05-001		Date: 5 June 2022	
Diplomacy/Consular		Responsibility Center Code:			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
	pc.	HP toner 35A black	3		
	pc.	HP toner 85A black	8		
	pc	HP toner 89A black	1		
	ream	A4 Bond paper	150		
	pc.	A4 Letterhead	5,000		
	ream	A4 pink copy paper	20		
	ream	A4 green copy paper	10		
	pc.	A4 white envelope with PCG Address	600		
	pc.	A4 Folder yellow	200		
	pc.	Chop LOL Verified By:	3		
	pc.	Chop ORIGINAL SEEN Processor: Date:	2		
	pc.	Chop Dater	12		
	pc.	Chops (Signing officer, PAID, etc)	4		
	pc.	CD-R	30		
	pc.	Highlighter (blue)	25		
	pc.	A4 plastic folder (blue)	200		
	pc.	A4 clear folder	200		
	case	Eyelet No. 5 (9707 copper, 4.8mmX4.6mm)	30		
	pack	Gold Seal	120		
	pc.	Glue stick	50		
	pc.	Black ballpen with holder	100		
	pack	Double A battery (AA 4pcs/pack)	32		
	pc.	ballpen (blue)	20		
	pc.	ballpen (red)	10		
	pc.	Permanent marker (black)	24		
	pc.	Permanent marker (blue)	12		
	pc.	Signing Pen 0.8mm (black)	100		
	pc	Signing Pen 0.8mm (blue)	24		
	pc.	Correction tape refill	50		
	roll	Double adhesive tape	10		
	pack	A4 Adhesive paper (matte) (100pcs/pack)	4		
	pack	A4 Laminating film (100 pcs/pack)	5		
	pc.	Sticky Notes 3X3	55		
	pc.	Sticky Notes 3X2	40		
	box	Binder Clips 41mm	36		
	box	Binder Clips 25mm	30		
	box	Binder Clips 19mm	40		
	pc.	Pencil	24		
	pc.	A4 brown envelopes	150		
	pc.	Seiko ST10 compatible time recorder ribbon	2		
	pc.	paper tray (3 layers)	15		
	pc.	USB 16 GB	15		
	pack	A4 Multi purpose premium card paper	10		
	pc	PL-C 2P LIGHT BULB (13W/865)	12		
	pc.	A10 Envelopes with PCG Address	400		
	roll	Packaging tape (brown)	24		
	pc	Stationery tape (small)	40		
	pc	White board marker (black)	12		
	pc	Puncher	2		
	box	Staple wire (small) No. 35-5m	6		
	pc	Correction tape (refillable)	14		
	pc	Scissors	12		
	pc	Clear Book Folder	5		
	box	Paper clips (colored)	40		
	pc	Heavy duty paper shredder	2		
xxxxx	xxxxx	xxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxx	xxxx	xxxxxx	xxxxxx
TOTAL			MOP		

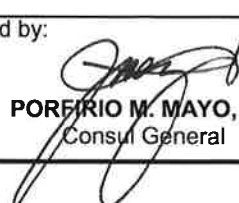
Purpose: For the Official Use of the Philippine Consulate.

Requested by:

Approved by:

Signature :
Printed Name:
Designation:


GINA D. CLEMENCIO
Property Officer


PORFIRIO M. MAYO, JR.
Consul General