



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE
MILAN

REQUEST FOR QUOTATION

Procurement and Delivery of Common Office Supplies and Consumables for 2023

Date: 08 November 2023

TO : All Eligible Bidders

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

Name of Project : Procurement and delivery of remaining common office supplies and consumables for 2023.

Brief Description : PCG Milan intends to procure office supplies for its official use for 2023; payment and delivery of the said supplies to be done quarterly. Said supplies are to be delivered at PCG's address at Viale Stelvio 71 – Via Bernina 18, 20159 Milan, Italy.

Procurement Mode : Shopping (Sec. 52)

Approved Budget : Three Thousand Ninety Seven
(Euros. 3,097.00) exclusive of all applicable taxes

Contract Duration : One (1) year.

In accordance with the attached Request for Quotation(Annex A), prospective bidders shall accomplish and provide accurate information and submit the duly signed Price Quotation Form (Annex B) **not later than 12:00 p.m. on 15 November 2023.**

Open quotations shall be submitted personally at PCG Milan, Viale Stelvio 71 – Via Bernina 18, 20159 Milan, Italy or through electronic mail (philcongenmilan@gmail.com).

PCG Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact the BAC Secretariat of the Philippine Consulate General – Milan, at telephone number +39 02 668 25232.

Very truly yours,



NORMAN PADALHIN
Chairperson, PCG-Milan BAC



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE
MILAN

REQUEST FOR QUOTATION OF PRICES

Sir/ Madam:

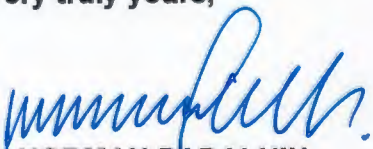
Please submit your lowest price quotation for the following enumerated items described here below, subject to the following conditions:

- Quotation submitted to this office for the item/ s considered is/ are Final Offers. In the event that the price is acceptable, a properly accomplished PURCHASE/ JOB ORDER with the necessary finding certified and the delivery date thereby indicated will be served the supplier/ contractor.
- The Philippine Consulate General - Milan hereby reserves the right to reject any or all offers or accept only those it may consider most economical and advantageous to the government.
- Goods/ services supplied and delivered shall be subject to the usual inspection by the auditor or a duly authorized representative, and
- Payment will only be effected by the strict compliance with the usual prescribed accounting and auditing requirements.

Quantity	Unit	Description
600	Ream	Paper, multicopy, 75g m2, size: A4
200	pack	Clear Sheets 11 holes, size A4 (100 pcs per pack)
50	Box	Paper Clip, gem type, 32mm, 500 pieces per box
3	ream	Parchment Special Paper (pergamena champagne) 100 per ream
10	ream	Photo paper, A4 size, 180gr (50 pcs per ream)
400	Box	Pen, Liquid Gel Ink, 0.7mm ball, blue, 12 pcs per box
5	pack	Steno Note Book size: regular, 5 pcs per pack
10	pack	Tape, packaging, 48mm, 50 meters length, (6 per pack)
10	pack	Tape, masking, 48mm, 50 meters length, (6 per pack)
10	pack	Tape, transparent, 48mm, 50 meters, (6 per pack)
10	pack	Tape, Adhesive, buste, 48mm, 50meters length
15	pack	Tape, Double sided Adhesive, 19x50mm
10	pack	Battery, size AA, 4 pieces per pack
10	pack	Battery, size AAA, 4pieces per pack

Very truly yours,




NORMAN PADALHIN
Chairperson, PCG-Milan BAC

PRICE QUOTATION FORM

Date

We are pleased to quote our lowest price for item herewith:

Quantity	Unit	Description	Unit Cost	Total Cost
600	Ream	Paper, multicopy, 75g m2, size: A4		
200	pack	Clear Sheets 11 holes, size A4 (100 pcs per pack)		
50	Box	Paper Clip, gem type, 32mm, 500 pieces per box		
3	ream	Parchment Special Paper (pergamena champagne) 100 per ream		
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15	pack	Tape, Double sided Adhesive, 19x50mm		
10	pack	Battery, size AA, 4 pieces per pack		
10	pack	Battery, size AAA, 4pieces per pack		

TOTAL AMOUNT IN WORDS: _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Bidder
Signature over printed name