



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

REQUEST FOR QUOTATION

Procurement and Delivery of Office Supplies for 2019

Date: 13 March 2019

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 office supplies for 2019.
- Brief Description** : PCG Milan intends to procure office supplies for its official use for 2019; 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 for the Contract (ABC)** : Three Hundred Forty Two Thousand Nine Hundred Three Pesos and 55/100 (Php. 342,903.55) or Five Thousand Eight Hundred One Euros (€ 5,801.00) 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 18 March 2019.

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,


FLAUREEN DACANAY
Chairperson, PCG-Milan BAC

Date: 13 March 2019

REQUEST FOR QUOTATION OF PRICES

Sir/ Madam:

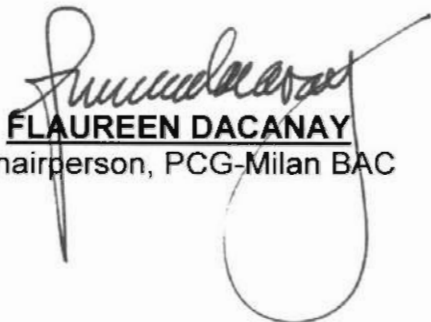
Please submit your lowest price quotation for the following enumerated items described here below, subject to the following conditions:

- 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
7	pack	Cash Register Tape, Big, 80x80mtx 12rolls per pack
50	pack	Clear sheets, 50pcs. Per pack
50	box	Clip, backfold, 19mm, 12 pieces per box
6	box	Envelope, tagboard, 25pcs. Per pack
2	box	Envelope, Mailing, 500 pieces per box
12	box	Fastener, for paper metal, 50 sets per box
30	pack	Folder, plastic, A4, 25pcs. Per pack
400	piece	Folder, tagboard, Legal size
200	piece	Glue Stick, 43g.
25	pack	Note Pad, stick-on, 51mmx75mm, 12pads/pack
10	pack	Note Pad, stick-on, 75mmx75mm, 6pads/pack
10	box	Paper Clip, gem type, 32mm, 500 pcs. Per box
12	ream	Paper, colored size: A4, mixed color
500	ream	Paper, multicopy, 80gsm, size: A4
60	pack	Page Markers, strong, size: 50,8x38
20	pack	Push Pin, assorted colors, 100pcs. Per case
6	piece	Stamp Pad Ink, liquid, black
10	pack	Rubber Bond, 70mm lay flat length (#18), 1 kilo per pack
8	box	Sign Pen, Liquid Gel Ink, 0.7mm ball, black, 12pcs. Per box
7	box	Sign Pen, Liquid Gel Ink, 0.7mm ball, blue, 12pcs. Per box
7	box	Sign Pen, Liquid Gel Ink, 0.7mm ball, red, 12pcs. Per box
10	box	Ball Pen, 1.0, black, 50 pcs. Per box
10	box	Ball Pen, 1.0, blue, 50 pcs. Per box
10	box	Ball Pen, 1.0, red, 50 pcs. Per box
20	box	Pencil with eraser, 12 pcs. Per box
12	piece	Pencil Sharpener, 1 piece in individual plastic case
15	ream	Parchment Paper/ Special Paper
10	piece	Scissors, 21cm.
10	pack	Battery, size: AA, 4pcs. Per pack

15	pack	Battery, size: AAA, 4pcs. Per pack
10	pack	Battery, size: 9V, 1 pc. Per pack
20	piece	Ruler, plastic, 12 inch length
5	pack	Wrapping Paper, kraft, 50 sheets per pack
4	ream	Carbon Paper, size: A4
10	roll	Tape, Electrical, 24mm, 50 meters
20	roll	Tape, Masking, 48mm, 50 meters
50	roll	Tape, Transparent, 24mm, 50 meters
10	piece	Steno Note Book, size: regular, 5pcs. Per pack
20	roll	Tape, Packaging, 48mm, 50 meters
20	piece	Record Book, 200 pages
15	pack	Priority Number, alphanumeric 2,000 receipts/roll, 5rolls per pack
15	piece	Stapler, standard size
12	piece	Paper Puncher, 2 hole, standard size
60	bottle	Hand Sanitizer 70% Alcohol

Very truly yours,



FLAUREN DACANAY
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
7	pack	Cash Register Tape, Big, 80x80mtx 12rolls per pack		
50	pack	Clear sheets, 50pcs. Per pack		
15	box	Clip, backfold, 19mm, 12 pieces per box		
6	box	Envelope, tagboard, 25pcs. Per pack		
2	box	Envelope, Mailing, 500 pieces per box		
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15	pack	Priority Number, alphanumeric 2,000 receipts/roll, 5rolls per pack		
15	piece	Stapler, standard size		
12	piece	Paper Puncher, 2 hole, standard size		
60	bottle	Hand Sanitizer 70% Alcohol		

TOTAL AMOUNT IN WORDS: _____

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

Very truly yours,

Name of Bidder
Signature over printed name