



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 the official use of the Philippine Consulate General (PCG) Milan**

Date: 19 February 2020

**TO : All Eligible Bidders**

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

- Name of Project : Procurement and delivery of Common Computer Supplies and Consumables for the official use of PCG Milan.
- Brief Description : PCG Milan intends to procure the above items for the official use of Consular/ATN/Administration and Cultural Sections.
- Procurement Mode : Negotiated Procurement - Small Value Procurement (Sec. 53.9)
- Approved Budget for the Contract (ABC) : Seven Thosand Six Hundred Eighty-Nine Euros (€7,689.00) or (Php450,000.00), inclusive of all applicable taxes.
- Contract Duration : One (1) week.

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 25 February 2020.**

Open quotations shall be submitted personally at Philippine Consulate General Milan, Via Stelvio 71- Via Bernina 18, 20159, Milan, Italy or through electronic mail (philcongenmilan@gmail.com)

The Philippine Consulate General – 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 Mr. Oscar R. Longcanaya, Property Officer, Philippine Consulate General – Milan, at telephone number (+39) 02-6682-5232.

Very truly yours,

  
**MERSONE J. MELLEJOR**  
Chairperson, BAC, PCG Milan

Date: 19 February 2020

### 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.

Unit	Quantity	Description
packs	200	Clear Sheets 11 holes, size A4 (100 pcs per pack)
Reams	600	Paper Multicopy, 80gsm, size:210mm x 297mm, A4
Packs	400	Data File Box, with case, 23 x 33 cm
Box	50	Paper Clip, gem type, 32mm, 500 pieces per box
Ream	5	Parchment Special Paper(pergamena champagne(100/ream)
Ream	5	Photo paper, A4 size, 180gr (50 pcs per ream)
Ream	5	Paper Sticker, A4 size, etichette (100 pcs per ream)
<b>Box</b>	8	Pen, Liquid Gel Ink, 0.7,, ball, black, 12 pcs per box)
<b>Box</b>	8	Pen, Liquid Gel Ink, 0.7,, ball, blue, 12 pcs per box)
<b>Box</b>	8	Pen, Liquid Gel Ink, 0.7,, ball, red, 12 pcs per box)
pcs	200	Glue Stick, 43g
Pcs	300	Correction Tape, 4.2mm x 8.5m
Packs	40	Plastic envelope, (A4 size), 5 pcs per pack
Packs	15	Steno notebook size: regular, 5 pcs per pack
Roll	10	Tape, packaging, 48mm, 50m length, (6 pcs per pack)
Roll	10	Tape, masking, 48mm, 50m length, (6 pcs per pack)
Roll	10	Tape, transparent, 48mm, 50m length, (6 pcs per pack)
Roll	10	Tape, adhesive, buste, 48mm, 50m length
Roll	10	Tape, Double Sided Adhesive, 19 x 50mm
Pcs	20	Ink, Liquid, black for stamp pad
Pcs	20	Ink, Liquid, blue for stamp pad
Pcs	15	Dater, English version, small size
Packs	8	Battery, size AA, 6 pieces per pack
Packs	8	Battery, size AAA, 6 pieces per pack
Packs	8	Battery, size 9V, 3 pieces per pack
Packs	8	Battery, size CR2032, 4 pieces per pack



Pcs	4	Plastic Ring Binder, 6mm
Pcs	4	Plastic Ring Binder, 10mm
Pcs	4	Plastic Ring Binder, 12mm
box	4	Plastic Ring Binder, 19mm
Pack	4	Rubber Bond, assorted, 80 x 1.5 (1kg per pack)
Bottles	8	Hand Sanitizer, 70% Alcohol, Tanica 5L
Bottles	40	Air Freshener
Pcs	5	Eyelet hole punch, size 5mm
Pc	1	Numbering machine, automatic, 6 digit
Box	1	Envelope size A4 23 x 33cm,100g/m (500 pcs per box)
Box	1	Envelope size 25x 353.3cm,100g/m (500 pcs per box)
Pcs	600	Folder, tagboard, legal size

Very truly yours,



**MERSONE J. MELLEIOR**  
Chairperson, BAC, PCG Milan

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

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

Unit	Quantity	Description	Unit Cost	Total Cost
			, 6mm	

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