



REQUEST FOR QUOTATION

The Philippine Consulate General in Jeddah, Kingdom of Saudi Arabia intends to procure various office supplies for the daily use of the Consulate and would like to request quotations from qualified and capable firms. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the procurement are as follows:

Name of Project : Procurement of office supplies of the
Philippine Consulate General in Jeddah

Terms of Reference :

Items	Unit
A4 Paper	50 reams
Parchment Paper	20 packages
Certificate Folder	45 pieces
Thermal Paper (80mm)	10 packages
Photo Paper (A4)	20 reams
A4 Colored Paper (Pink)	10 reams
A4 Colored Paper (Blue)	5 reams
Clear Front Report Cover (Assorted Color)	45 packages
Self-Stick Notes (3" x 3")	30 packages
Signature Liner (Blue)	30 boxes
Liquid Ink Pen(Blue)	30 pieces
Standard Box File (A4)	25 boxes
Acrylic Brochure (Document Holder)	10 pieces
Date Stamp (Gregorian Dater) 4mm	10 pieces
Stamp Pad (Blue)	20 pieces
Stamp Ink (Blue)	20 pieces
Glue Stick (40.00g / 1.41oz)	30 pieces
Small Scissor (20.96cm)	10 pieces
Box Cutter (4.50cm x 16.50cm)	10 pieces
Puncher (2 Holes / 40 Sheets of 80 gsm)	10 pieces
Stapler (20 Sheets of 80 gsm)	10 pieces
Plastic Tray Set (A4 / 2 Tiers)	10 pieces
Correction Tape	30 pieces
Tape Flags (Sign Here)	30 pieces
Photo Frames (61cm x 91cm)	10 pieces
Photo Frames (50cm x 70cm)	10 pieces
Photo Frames (40cm x 50cm)	10 pieces
Photo Frames (30cm x 40cm)	10 pieces
Trash Bin with Pedal (5 liters)	3 pieces
Universal Adaptor	3 pieces

Extend Plates Extension (5 meters)	3 pieces
Expanding File with Division (Assorted)	15 pieces

Approved Budget : Not to exceed a total of 12,000 Saudi Riyals
Inclusive of 15% Value Added Tax

Please submit your duly signed quotation on or before **20 October 2024, 1500H**. The Consulate accepts quotations submitted directly, or by email at the following address and email address:

- 4663 Fajr Street, Al Rehab District 6, P.O. Box: 4794 Jeddah, 21412 – Saudi Arabia
- jeddahpcg.admin@dfa.gov.ph, copy furnished jeddahpcg@dfa.gov.ph

Submission of relevant company brochures and information materials will also be appreciated.

Very truly yours,



JULES PATRICK A. AGUILA

Vice Consul and Administrative Officer
Head, Bids and Awards Committee Secretariat

Jeddah, 17 October 2024