

**REQUEST FOR QUOTATION  
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES  
FOR THE PHILIPPINE EMBASSY IN CANBERRA  
FOR APRIL TO JUNE 2026**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Two Thousand Five Hundred Australian Dollars (A\$2,500.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for April to June 2026.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

<b>Specifications</b>	<b>Approved Budget for the Contract (ABC)</b>
Please see attached <a href="#">list of Office Supplies</a> for April to June 2026.  <i>All quotes must be inclusive of GST and delivery</i>	A\$ 2,500.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 26 February 2026** located at 1 Moonah Place, Yarralumla ACT 2600 or email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au).
4. The Philippine Embassy reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected supplier(s)/contractor(s).
5. For further information, please contact:

BAC Secretariat  
Philippine Embassy in Canberra  
1 Moonah Place, Yarralumla ACT 2600  
Tel. No.: (02) 6273-2535  
Email Address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**RAINIER J. CASIS**  
BAC Chairperson

Canberra, 18 February 2026

	<b>Unit</b>	<b>Item</b>	<b>Quantity</b>
1	Box	Copy Paper A4 80GSM I White 5 Reams	10
2	Each	Binder Lever A4 reinforced Spine Mottle Black	20
3	Pack	Light Weight Sheet Protector	2
4	Pack	Sheet Protectors Heavy Weight A4	2
5	Box	Laminating Pouch A4 80 Micron	1
6	Box	Counter Pen Set 4 Click Blue	2
7	Each	Gel Impact Pen Broad Black 1.0mm	24
8	Each	Ballpoint Medium Black Pen 1.0mm	24
9	Each	Retractable Medium Blue Pen 1.0mm	12
10	Pack	Highlighter Yellow Wallet 4	4
11	Box	Battery AAA	1
12	Each	Calculator	2
13	Carton	Hand towel 21x23cm 120 sheets/pack Carton 20	5
14	Carton	Facial Tissues 2Plyt 200 Sheets/box Carton 48	1
15	Each	Anti-Bacterial Wipes Tub75	5
16	Pack	Coated Wooden Spoons Pack100	10
17	Pack	16cm Coated Wooden Forks Pack100	10
18	Pack	Wooden Stirrers pack1000	1
19	Box	Gloves Latex Powdered Small Bx100	1
20	Pack	Post-it Flags Sign Here Pack 10	3
21	Each	Display Book (Clear Book) A4	20
22	Pack	Business Envelope C4 (229 x 324 mm)	2
23	Box	Pentel S520 Sign Pen (BLUE)	12
25	Each	Box Cutter	1
26	Each	Room Air Freshener	5
27	Piece	Heavy duty scissors	1