

**REQUEST FOR QUOTATION  
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES  
FOR THE PHILIPPINE EMBASSY IN CANBERRA  
FOR APRIL TO JUNE 2025**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Four Thousand Five Hundred Australian Dollars (A\$4,500.00) 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 2025.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

<b>Date</b>	<b>Specifications</b>	<b>Approved Budget for the Contract (ABC)</b>
02 April 2025	<i>Please see attached <a href="#">list of Office Supplies</a>. All quotes must be inclusive of GST and delivery</i>	A\$ 4,500.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 10 April 2025** 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)

  
**AIAN A. CARINGAL**  
BAC Chairperson

Canberra, 02 April 2025

	Unit	Item	Quantity
1	Each	Binder L/A4 reinforced Spine Mottle Black	50
2	Box	Copy Paper A4 80GSM I White 5 Reams/Box	20
3	Pack	Light Weight Sheet Protector	2
4	Each	Brother TN-2350	2
5	Each	521 Magenta for Canon Printer	2
6	Each	521 Yellow for Canon Printer	2
7	Each	521Cyan for Canon Printer	3
8	Each	PGBK 520 for Canon Printer	3
9	Each	Packaging Tape 48mm x 75m Clear	12
10	Each	Glu Stick Clear 40gm	24
11	Carton	Hand Towel Large 1 Ply 210x205MM 120 sheets/pack CTN20	5
12	Carton	Toilet Paper Roll 3 ply 250 sheets/roll CTN 48 rolls	3
13	Pack	Kitchen Towel Paper Roll 2 Ply 60 Sheet Pk2	24
14	Pack	Wooden Spoon (pk100)	10
15	Pack	Wooden Fork (pk100)	10
16	Pack	Wooden Stirrer Bx1000 - Craft Popsticks Plain Pack 1000	2
17	Pack	Coffee 1kg/pack	5
18	Pack	Paper Plate Writer Breakroom Eco NP9276 Heavy Duty 230mm Round Pk50	10
19	Each	Air Freshener Lavander	10
20	Each	Shredder 225X Cross Cut 225 Sheet Capacity P4 Bin Capacity 60L	2