

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES
FOR THE PHILIPPINE EMBASSY IN CANBERRA
FOR JANUARY TO MARCH 2024**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Six Thousand Australian Dollars (A\$6,000.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for January to March 2024.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Date	Specifications	Approved Budget for the Contract (ABC)
23 January 2024	<i>Please see attached list of Office Supplies.</i> <i>All quotes must be inclusive of GST and delivery</i>	A\$ 6,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 31 January 2024** located at 1 Moonah Place, Yarralumla ACT 2600 or email address: 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; Fax No. (02) 6173-3984
Email Address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

23 January 2024

	Unit	Item	Quantity
1	Piece	Binder Marbig Lever Arch A4 Paper Spine Mottle Black	100
2	Box	Copy Paper A4 80gsm 5 Reams/Box	20
3	Pack	Paper Quill Parchment A4 89GSM Natural Pk100	5
4	Box	Foldback Clips Premier 25MM Bx12	12
5	Box	Foldback Clips Premier 32MM Bx12	5
6	Piece	Pen Retractable Rollerball Gel Black 0.7MM	12
7	Piece	Display Book Marbig A4 Refillable Black	12
8	Pack	Bag Resealable Ziplock 150 x 200mm	10
9	Box	File Fastener Avery Tubeclip Yellow Bx500	1
10	Box	Letter File A4 Marbig Clear Bx100	1
11	Pack	Magazine Holder Rack (pk2)	10
12	Piece	Cart Inkjet CanonPGI-520BK Black	2
13	Piece	Toner Brother TN-253BK Black	1
14	Piece	Toner Brother TN-253Y Yellow	1
15	Piece	Toner Brother TN-253C Cyan	1
16	Piece	Toner Brother TN-253M Magenta	1
17	Piece	Toner Brother TN-2350 Black	2
18	Pack	Post It Sign Here Mini Flags Pk120	2
19	Pack	Flags Post It Printed Twin Packs Sign Here Pk100	5
20	Box	Correction Tape Bic Wite Out 4.2MMx12M Bx10	2
21	Roll	Tape Marbig Transparent 24MMx66M	12
22	Pack	Tape Packaging Premier 48MMx75M Clear Pk6	1
23	carton	Hand Soap Palmolive Aloe Vera 250ML Pump	12
24	Bottle	Dishwashing Liquid 500ml	12
25	Pack	Sponge/Scourer Pk8	2
26	Carton	Hand Towel Large Interleaved Regal CTN20	6
27	Carton	Toilet Paper Roll 3Ply 225 Sheet/Roll CTN 48	5
28	Pack	Kitchen Towel Paper Roll 2Ply 60 Sheet Pk2	24
29	Pack	Cutlery Wooden Enviro Biopak Coated Spoons Pk100	10
30	Pack	Cutlery Wooden Enviro Biopak Coated Forks Pk100	10
31	Pack	Wooden Stirrers Pk1000	1
32	Pack	Napkin Tork U477402 Luncheon 2Ply 8 Fold 330x330MM White Pk200	5
33	Box	Paper Cup Writer 8oz 227ML Double Wall Black Bx500	1
34	Pack	Plastic Bowl Writer NP9227 Bowl 180MM Pk50	20
35	Pack	Coffee Nescafe Blend 43 500g Twin Pack	2
36	Piece	Filing Cabinet 460WX620DX1321HMM 4 Drawer	1
37	Box	Sheet Protector Marbig A4 Bx300	2