

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

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Ten Thousand Australian Dollars (A\$10,000.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for October to December 2025.
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)
29 August 2025	Please see attached list of Office Supplies. <i>All quotes must be inclusive of GST and delivery</i>	A\$ 10, 000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 06 September 2025** 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
Email Address: cbrpe@philembassy.org.au


RAINIER J. CASIS
BAC Chairperson

Canberra, 29 August 2025

	Unit	Item	Quantity
1	Each	Binder A4 reinforced Spine Mottle Black 75mm	50
2	Box	Copy Paper A4 80GSM I White 5 Reams/Box	15
3	Box	Light Weight Sheet Protector 300pcs./box 35um	2
4	Pack	Parchment Paper A4 Natural PK100 90gsm	5
5	Pack	Board Quill A4 200gsm white pk100	2
6	Pack	B4 Strip Seal Pocket Envelopes (Heavy White 353 x 250mm) Pack 25	5
7	Box	Staple Wire No. 26/6 5000 pieces	10
8	Box	Foldback Clip (15MM) 12bx	10
9	Piece	Stapler - staples up to 20 sheets of paper (80gsm), no-jam technology	5
10	Piece	Sign Pen Gel Impact Black 1.0mm -	12
11	Piece	Sign Pen Gel Impact Blue 1.0mm	12
12	Piece	Sign Pen Retractable Rollerball 0.7mm Black	12
13	Piece	Sign Pen Retractable Rollerball 0.7mm Blue	12
14	Pack	Battery AAA (Bx24)	2
15	Each	Toner Cartridge TN-253 Black - for Brother Laser Printer Model DCP-L3520CDW	2
16	Each	Toner Cartridge TN-253 Cyan - for Brother Laser Printer Model DCP-L3520CDW	1
17	Each	Toner Cartridge TN-253 Magenta - for Brother Laser Printer Model DCP-L3520CDW	1
18	Each	Toner Cartridge TN-253 Yellow - for Brother Laser Printer Model DCP-L3520CDW	1
19	Each	Toner Cartridge TN-2350 - for Brother Printer	2
20	Each	PGBK 520 for Canon Printer	2
21	Roll	Packaging Tape 48mm x 75m Clear	12
22	Roll	Transparent Tape 24mm x 66M	12
23	Each	Glue Stick Clear 21gm	12
24	Pack	Post It Flags - SIGN Here	4
25	Pack	Correction Tape 5mm x 8.5M Dryline Grip	40
26	Pack	Bag Resealable Ziplock 150 x 200mm	10
27	Box	Dishwashing Liquid 500ML	12
28	Each	Sponge Pack of 8	2
29	Carton	Hand Soap Palmolive Aloe Vera 250ML Pump	12
30	Pack	Hand Towel Large 1 Ply 210x205MM 120 sheets/pack CTN20	5
31	Carton	Toilet Paper Roll 3 ply 250 sheets/roll CTN 48 rolls	5
32	Pack	Kitchen Towel Paper Roll 2 Ply 60 Sheet Pk2	24
33	Pack	Wooden Spoon (pk100)	10
34	Pack	Wooden Fork (pk100)	10
35	Pack	Wooden Stirrer Bx1000 - Craft Popsticks Plain Pack 1000	1
36	Carton	Tissue Facial Hypoallergenic 2ply 200 sheets/box Ctn 30	2
37	box	Writer Paper Cup 8oz 227ml Single wall white box 1000	1
38	Pack	Paper Plate Writer Breakroom Eco NP9276 Heavy Duty 230mm Round Pk50	10
39	Pack	Napkin Tork 0477402 Luncheon 2Ply 8 Fold 330x330MM White Pk200	10
40	Pack	Napkin Dinner Tork 2-Ply 390x390mm Pk150	10
41	Piece	Table- Height Adjustable single - Electric Sided Workstation 1200Wx750D mm	2
42	Piece	Executive Chair Medium Back Black Leather	1
43	Piece	Filing Cabinet 4 Drawer - Graphite Ripple	2
44	Piece	A4 Clearbook	20
45	Piece	Bookends Pair	4
46	Pack	Post It 76x76mm	1