

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF REGULAR OFFICE SUPPLIES
FOR THE PHILIPPINE EMBASSY IN CANBERRA
FOR THE 3rd QUARTER OF FY2026**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Five Thousand Australian Dollars (A\$5,000.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of regular office supplies for the 3rd Quarter of FY2026.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Specifications	Approved Budget for the Contract (ABC)
Please refer to the attached list of Office Supplies Required for the 3rd Quarter of FY2026 . <i>All quotes must be inclusive of GST and delivery charges</i>	A\$ 5,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 15 August 2026** located at 1 Moonah Place, Yarralumla ACT 2600 or email address: bac.secretariat@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: bac.secretariat@philembassy.org.au


SHEILA MARIE C. TARIO
BAC Chairperson

Canberra, 07 August 2026

Unit	Item	Quantity
Box	Copy Paper A4 80GSM I White 5 Reams/Box	30
Each	Binder Level A4 reinforced Spine Mottle Black	30
Each	Toner Cartridge TN-253 Black - for Brother Laser Printer Model DCP-L3520CDW	2
Each	Toner Cartridge TN-253 Cyan - for Brother Laser Printer Model DCP- L3520CDW	1
Each	Toner Cartridge TN-253 Magenta - for Brother Laser Printer Model DCP-L3520CDW	1
Each	Toner Cartridge TN-253 Yellow - for Brother Laser Printer Model DCP-L3520CDW	1
Box	Light Weight Sheet Protector Pack 100	3
Each	CLI-521 Magenta for Canon Printer	2
Each	CLI-521 Yellow for Canon Printer	2
Each	CLI-521Cyan for Canon Printer	3
Each	PGI-520BK for Canon Printer	3
Pack	Post It Flags - SIGN Here Pack 100	4
Pack	Post It 38x50mm Yellow Pack 12	2
Each	Glu Stick Clear 40gm	12
Pack	Bag Resealable Ziplock 150 x 230mm Pack 100	20
Pack	Bag Resealable Ziplock 380x280mm Pack 101	2
Pack	Hand Towel Large 1 Ply 210x205MM 120 sheets/pack CTN20	5
Pack	Toilet Paper Roll 3 ply 225 sheets/roll CTN 48 rolls	3
Box	Kitchen Towel Paper Roll 2 Ply 60 Sheet Pk2	12
Pack	Wooden Spoon (pk100)	10
Each	Wooden Fork (pk100)	10
Box	Writer Paper Cup 8oz 227ml Double wall Black box 500	2
Pack	Paper Plates 230mm Pack 50	10
Each	Air Freshener Lavander 237gm	10
Box	Battery AAA Box 24	1
Box	Battery AA Box 24	1
Each	Stamp Pad Ink	2
Box	Correction Tape 12 pieces	4
Each	Gel Impact Pen Blue Sign Pen	12
Each	Classiccut Guillotine 1525 G Glass A4	1
Carton	Wipes 75% Isopropyl Alcohol Wipes Pouch 60	1
Each	Diamond Metal A4 Document Tray Black	2
Each	A5 Hard Cover Notebook 200 Page	5
Each	Pen Retractable Rollerball Gel Uniball Signo UMN-307 Fine 0.7mm Black	12
Each	Pen Retractable Rollerball Gel Uniball Signo UMN-207	12
Box	Paper Clips 28mm 100pcs./box	20

Unit	Item	Quantity
Box	Copy Paper A4 80GSM I White 5 Reams/Box	30
Each	Binder Level A4 reinforced Spine Mottle Black	30
Each	Toner Cartridge TN-253 Black - for Brother Laser Printer Model DCP-L3520CDW	2
Each	Toner Cartridge TN-253 Cyan - for Brother Laser Printer Model DCP- L3520CDW	1
Each	Toner Cartridge TN-253 Magenta - for Brother Laser Printer Model DCP-L3520CDW	1
Each	Toner Cartridge TN-253 Yellow - for Brother Laser Printer Model DCP-L3520CDW	1
Box	Light Weight Sheet Protector Pack 100	3
Each	CLI-521 Magenta for Canon Printer	2
Each	CLI-521 Yellow for Canon Printer	2
Each	CLI-521Cyan for Canon Printer	3
Each	PGI-520BK for Canon Printer	3
Pack	Post It Flags - SIGN Here Pack 100	4
Pack	Post It 38x50mm Yellow Pack 12	2
Each	Glu Stick Clear 40gm	12
Pack	Bag Resealable Ziplock 150 x 230mm Pack 100	20
Pack	Bag Resealable Ziplock 380x280mm Pack 101	2
Pack	Hand Towel Large 1 Ply 210x205MM 120 sheets/pack CTN20	5
Pack	Toilet Paper Roll 3 ply 225 sheets/roll CTN 48 rolls	3
Box	Kitchen Towel Paper Roll 2 Ply 60 Sheet Pk2	12
Pack	Wooden Spoon (pk100)	10
Each	Wooden Fork (pk100)	10
Box	Writer Paper Cup 8oz 227ml Double wall Black box 500	2
Pack	Paper Plates 230mm Pack 50	10
Each	Air Freshener Lavander 237gm	10
Box	Battery AAA Box 24	1
Box	Battery AA Box 24	1
Each	Stamp Pad Ink	2
Box	Correction Tape 12 pieces	4
Each	Gel Impact Pen Blue Sign Pen	12
Each	Classiccut Guillotine 1525 G Glass A4	1
Carton	Wipes 75% Isopropyl Alcohol Wipes Pouch 60	1
Each	Diamond Metal A4 Document Tray Black	2
Each	A5 Hard Cover Notebook 200 Page	5
Each	Pen Retractable Rollerball Gel Uniball Signo UMN-307 Fine 0.7mm Black	12
Each	Pen Retractable Rollerball Gel Uniball Signo UMN-207	12
Box	Paper Clips 28mm 100pcs./box	20