



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

Ref: RFQ-008-2022

30 May 2022

Sir/Ma'am:

Greetings!


The Philippine Embassy in Singapore intends to procure **various office supplies and accessories for June to August 2022**. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) and [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours at 5:00 pm, Singapore Standard Time, Monday, 06 June 2022.

For queries regarding the project, kindly email the Embassy's Property Section at [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or call 67373977 ext. 116

Thank you very much for considering the Embassy's project.

Sincerely yours,

  
**JOYLEEN E. SANTOS**  
First Secretary and Consul  
BAC Chairperson

## TERMS OF REFERENCE





**PROJECT:     PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND ACCESSORIES FOR  
THE PERIOD JUNE-AUGUST 2022**





### I.       PROJECT

The Embassy of the Republic of the Philippines in Singapore needs to procure various office supplies and accessories for June-August 2022.

### II.       SCOPE OF THE PROJECT

The supplier shall submit a quotation respecting the following requirements *(photos are for reference purposes only)*:

Item	Photo (for illustration purposes only)	Unit of measure	# Of unit
Battery AA		Pack of 4 pieces	1
Battery AAA		Pack of 4 pieces	1
Multi-Extension Socket		piece	1
Sum 3 Pin Travel Adaptor		piece	1

All in one universal travel adapter with 2 USB ports		piece	1
3-way Adaptor with safety mark		piece	1
Extension with 2 USB Port-4 way, 2M)		piece	1
Phone Charging Cable(universal)		piece	1

The goods to be proposed should be produced by reputable and well-known manufacturers. Bidders are strongly encouraged to email [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or call 6924-1175 for further information.

### III. PRICING

The offered prices should be in Singapore Dollars and includes GST and delivery charges.

### IV. INVOICING and PAYMENT

1. The winning Supplier shall submit the invoice and original technical conformity document to the Embassy. Invoices should include GST for goods and services.
2. The following information must be indicated on the invoice(s):
  - a. Purchase Order Number;
  - b. Description, quantity and total;
  - c. GST amount; and
  - d. Name of Payee / Company Name

(d) The Supplier will submit the original receipt of the supplies and accessories, including the same information described in item (2) as soon as receipt of the payment.

#### **VI. DELIVERY AND RECEIPT CONDITIONS:**

**Physical examination of the supplies and accessories according to the defined specifications shall be carried out by designated Embassy personnel prior to payment.**

The Embassy of the Philippines shall inspect all supplies based on the Purchased Order at the time of delivery.

Date of delivery should be five (5) days upon receipt of the Notice of Award.

#### **VII. WARRANTY**

The winning Supplier shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

#### **VIII. EVALUATION FACTORS**

- Contract shall be awarded to the lowest priced, acceptable and responsive offeror.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine offeror's responsibility by analysing whether the apparent successful offeror complies with the requirements of Philippine Government including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them; •
  - necessary equipment and facilities or the ability to obtain them; and
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

#### **IX. CONFIDENTIALITY CLAUSE**

The winning Provider in any circumstance, is not allowed to divulge any information to outside parties regarding the details of the Project, particularly all the information indicated in this Agreement. Should there be any leakage of information done by the winning Provider on the Project shall render the Contract null and void.

Conforme:

\_\_\_\_\_

(Signature)






Name of Representative  
Position




## PRICE QUOTATION FORM

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

Item	Photo (for illustration purposes only)	Unit of measure	# of unit	Quote per Unit
Battery AA		Pack of 4 pieces	1	
Battery AAA		Pack of 4 pieces	1	
Multi-Extension Socket		piece	1	
Sum 3 Pin Travel Adaptor		piece	1	
All in one universal travel adapter with 2 USB ports		piece	1	

3-way Adaptor with safety mark		piece	1	
Extension with 2 USB Port-4 way, 2M)		piece	1	
Phone Charging Cable(universal)		piece	1	

This also serves as our compliance to the terms and provisions of the Terms of Reference for the project.

Total Amount in SGD: \_\_\_\_\_

Amount in words: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number