



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

RFQ-2023-11-08

15 November 2023

Dear Sir/Madam,

The Philippine Embassy in Singapore intends to **procure its customized papers** for the period November to December 2023. Following are the specifications of these products:

Description	Unit of Measurement	Quantity
1. White Bond Paper (F4) Length: 13 inches or 330 mm Width: 8 inches or 210 mm) Thickness: 70 gsm	Ream	15
2. Green Bond Paper (F4) Length: 13 inches or 330 mm Width: 8 inches or 210 mm) Thickness: 70 gsm	Ream	5
3. Pink Bond Paper (F4) Length: 13 inches or 330 mm Width: 8 inches or 210 mm) Thickness: 70 gsm	Ream	5
4. 1/2 crosswise perforated label (White-self adhesive)	Pack (250 sheets)	6

Should your company be interested, kindly accomplish the attached Price Quotation Form (Annex A) and submit said form by 21 November 2023, 1700H (Singapore local time) through email address [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com), attention: Ms. Maria Clorinda V. Bonabon-Dankers, Property Officer.

Thank you.

Sincerely yours,

(ORIGINAL SIGNED)  
**JOYLEEN E. SANTOS**  
Chairperson, BAC

**Annex "A"**  
**PRICE QUOTATION FORM**

Date:

To : Ms. Maria Clorinda V. Bonabon-Dankers  
Property Officer  
Embassy of the Philippines, Singapore  
Triple One, Somerset Road  
Level 16 Units 12A 13/14, 238164 Singapore

Dear Ms. Bonabon-Dankers,

We would like to provide our lowest price quotations for the various customized papers of your office.

This also serves as our compliance with the specifications of the item/s.

**TOTAL AMOUNT:**

Amount in words and figures:

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DOLLARS (SGD)

SINGAPORE

**Inclusions:**

Very truly yours,

Full Name and Signature of Representative:

Designation:

Official Company Name:

Contact Number:

Email Address:

