



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

**RFQ-2023-11-14**

22 November 2023

Dear Sir/Madam,

The Philippine Embassy in Singapore intends to purchase giveaway tokens in commemoration of the 2023 18-Day Campaign to End Violence Against Women. Please see attachments for specifications.

Interested companies are requested to send your best price by accomplishing the attached Price Quotation Form and send the same by email to [atn@philembassysg.com](mailto:atn@philembassysg.com) or by courier at Level 16, Triple One Somerset Road, Singapore 238164 on before 4:30 PM Singapore Standard Time on 29 November 2023. For queries regarding the project, you may email [atn@philembassysg.com](mailto:atn@philembassysg.com) or call 6983-9840.

Thank you for considering the Embassy's project.

Sincerely yours,

(original signed)

**JHULLIE ANNE A. BENIAHAN**

*Vice Chairperson, BAC*

## **Pouches to be Given as Tokens During 2023 18-Day Campaign to End VAW**

### **Background**

The Philippine Embassy in Singapore intends to purchase 200 pouches to be given as tokens to clients during the commemoration of the 2023 Campaign to End VAW.

### **Objective**

The tokens aim to inform the public of such an activity observed by the agencies and instrumentalities of the Philippine government.

### **Technical Specifications**

|             |  |
|-------------|--|
| <b>I.</b>   | <b>Scope of Work</b>   |
|             | To supply 200 pouches with the following requirements: <ul style="list-style-type: none"><li>• Color: orange</li><li>• Material: nylon</li><li>• Length: 15 cm (+/- 2 cm)</li><li>• Height: 10 cm (+/- 2 cm)</li></ul>   |
| <b>II.</b>  | <b>Project Duration</b>  |
|             | The pouches should be delivered or picked up on or before 29 November 2023   |
| <b>III.</b> | <b>Data Ownership and Privacy</b>  |
|             | All data are owned by the Philippine Embassy. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Philippine Embassy, whether provided to the contractor by the Philippine Embassy or provided by a third party to the contractor in connection with the contractor's provision of services to the procuring entity, including any such data that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of contractor, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the procuring entity. |
| <b>IV.</b>  | <b>Invoicing and Payment</b>   |
|             | <p>The Contractor shall issue an invoice which includes the:</p> <ul style="list-style-type: none"><li>• Total price and price breakdown (inclusive of GST and other lawful charges)</li><li>• Bank account name, bank account number.</li></ul> <p>The Philippine Embassy shall pay the contractor upon receipt of the banners.</p>   |

## PRICE QUOTATION FORM

Date :

To : **MS. JHULLIE ANNE A. BENIAHAN**  
GAD Focal Person  
Embassy of the Philippines – Singapore  
Level 16 Units 12A, 13 and 14 Triple One Somerset Building  
111 Somerset Singapore 238164

Madam,

After having carefully read and accepted the terms and conditions in the request for quotation for pouches to be given as tokens in commemoration of the 2023 18-Day Campaign to End VAW, hereunder is our quotation:

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\_\_\_\_\_ (amount in words and figures, in SGD).

This letter also serves as our statement of compliance to the terms and conditions of the RFQ.

Very truly yours,

*(Full and signature of company representative)*  
*(Designation)*  
*(Official Company Name)*  
*(Contact Number)*  
*(Email Address)*