



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

17 November 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **various office supplies and accessories** for the period November to December 2021. The details of the project are indicated in the attached Terms of Reference.

Interested companies must accomplish and send the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference on or before 1600H (Singapore Standard Time), 22 November 2021, via email at admin.sgpe@philembassysg.org or by courier at 20 Nassim Road, Singapore 258395. For queries regarding the project, you may email property.sgpe@gmail.com or call 6924-1175 or 67373977 ext 116.

Thank you for considering the Embassy's project.

Sincerely Yours,


JHULLIE ANNE A. BENIAHAN
BAC Chairperson

TERMS OF REFERENCE




PROJECT: PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND ACCESSORIES FOR THE PERIOD NOVEMBER TO DECEMBER 2021











I. PROJECT

The Embassy of the Republic of the Philippines in Singapore needs to procure various office supplies and accessories for November-December 2021.




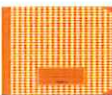







II. SCOPE OF THE PROJECT






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







Description	Image (for reference purposes only)	Unit of Measurement	Quantity
L-Shape Transparent Plastic Folder (A4)		Piece	20
L-Shape Transparent Plastic Folder (F4)		Piece	270
L-Shape Colored Plastic Folder (A4)		Piece	130
Inner File Folder, A4		Piece	20
Inner File Folder File Folder (F4)-Pink		Piece	70
Inner File Folder File Folder (F4)-Blue		Piece	20
Innner File Folder (F4)-Blue & Yellow		Piece (60 Blue & 10 Yellow)	70






Expandable Folder		Piece	30
Plastic Management File Folder -A4 (assorted colors)		Piece	12
3-Flap Paper Folder with elastic band (A4-assorted colors)		Piece	6
12 pockets Expanding/Accordion Folder		Piece	5
Cardboard divider and indices (A4)		Piece	6
PVC Clipboard (Vertical-Black)		Piece	12
Arch Lever File (A4-2Hole-2 in-Black)		Piece	15
Arch Lever File (F4-2Hole-2 in-Black)		Piece	10
Arch Lever File (F4-2Hole-3 in-Black)		Piece	15
File Organizer (Size: 160mmx 220 x 282mm)		Piece	4
Suspension File Folder (Foolscap)		Box/12 pcs	2
Binder Clip 15mm		Box	20

Binder Clip 19mm		Box	3
Binder Clip 25mm		Box	15
Binder Clip 32mm		Box	15
Binder Clip 41mm		Box	15
Binder Clip 51mm		Box	15
Sticky Note Index, please sign here		pack	46
Glue Stick, 40 grams		piece	4
Glue Stick, 40 grams		piece	30
Paper Fastener (Metal)		box	10
Correction Tape- (Refillable) -6mmx12mm		piece	13
Correction Tape (Refill) - 6mmx12mm		piece	6
Hot Laminating Film A5		Pack	2
Hot Laminating Film A4		Pack	3
Hot Laminating Film A3		Pack	2





Magnetic Sign Holder (A4)		Piece	4
Magnetic Sign Holder (A3)		Piece	4
Matte & Glossy Photo Paper (A4)		Pack	2
Hardcover Book Foolsap Size 120 Pages		Piece	4
Parchment Paper		Pack	3
Colour Paper A4 153gsm Pack of 30s		Pack	3
Index Tabs		Piece	15
A4 Premium Laser Card 160 GSM 30 sheets		Pack	3
Expanding Envelope (Brown) 20pieces/lot A4 Kraft Paper Gift Boxes Packaging Envelope		Piece	3
Whiteboard Marker (Black)		Piece	5
Whiteboard Marker (Blue)		Piece	3
Whiteboard Marker (Red)		Piece	2









Whiteboard Marker (Green)		Piece	1
Permanent Marker (Black)		Piece	5
Permanent Marker (Blue)		Piece	3
Permanent Marker (Red)		Piece	3
Permanent Marker (Green)		Piece	1
Highlighter (Green)		Piece	10

Highlighter (Yellow)		Piece	16
Highlighter (Orange)		Piece	12
Pencil with eraser		Pack/6 pcs	4
Soft Eraser		Piece	6
Plastic Ruler		Pack/12 pcs	1
Sign Pen- 1.00 mm (Black)		Piece	35
Sign Pen- 1.00 mm (Blue)		Piece	21
Sign Pen- 1.00 mm (Red)		Piece	11
ball point pen-2.7 (Black)		Piece	58
ball point pen -2.7 (Blue)		Piece	70
ball point pen -2.7 (Red)		Piece	37
ball point pen -2.7 (Green)		Piece	11
ball point pen -2.7 (Purple)		Piece	10

Whiteboard Duster (eraser)		Piece	2
G TEC C4 (Black)		Piece	5
G TEC C4 (Blue)		Piece	5
Artline Flow easy gel.7mm black		piece	6
Glue stick		Piece	20
Ruler, 12'soft		Piece	2
White Plain Bond Paper (A4) 70 gsm		Ream	225
White Plain Bond Paper (A3) 70 gsm		Ream	2
Staple Wire No. 20 FE (for electric stapler)		Box	2
Staple Wire 2115 1/4 5 M		Box	10
Staple Wire-Heavy Duty 1/2 11-121FA-H-ML		Box	2

Brown Pouch Paper		Pack	1
Stamp Pad No. 2 (67 x 103 mm) (Purple)		Piece	2
Stamp No. 3 (101 x 152mm) (Purple)		Piece	2
Transparent Tape (18mm)		Roll	25
Transparent Tape (48mm)		Roll	39
Double Sided White Tape (18mm)		Roll	4
Double Sided Transparent Tape (18mm)		Roll	3
Masking Tape (18mm)		Roll	3
Masking Tape (48mm)		Roll	4
Packing Tape (48mm)		Roll	16
Electrical Tape (18mm-Vinyl)		Roll	1
Duct or Gaffer Tape		Roll	1
Anti-Slip Tape (48mm)		Roll	1
Sticky Note (3 in x 3 in/76mm x 76mm)		Pack	36

Sticky Note (47.6mm x 76mm)		Pack	11
Sticky Note (34.9 mm x 47.6 mm)		Pack	11
Sticky Note (25 mm x 75mm)		Pack	10
Rubber Band (8x1x120)		Pack	7
Notebook (no string)		Piece	4
Notebook (pocket size)		Piece	2
Notebook (normal)		Piece	11
Self-Inking Dater (please specify size & color of ink) Blue /Normal size		Piece	4
Heavy Duty Puncher		Piece	2
Calculator (12 digit)		Piece	4
2-Hole Puncher		Piece	2
Stainless Steel Scissors		Piece	5
Utility Scissors		Piece	8

Tube Pencil Sharpener		Piece	2
Stapler, HD88R		Piece	5
Stamp Rack (12 holes, 10 holes)		Piece	2
Staple Wire Remover		Piece	6
Tape Dispenser (for 18mm only)		Piece	4
Pen Holder		Piece	2
Desk Organizer		Piece	4
Desktop Magazine Holder		Set	6

The goods to be proposed should be produced by reputable and well-known manufacturers. Bidders are strongly encouraged to email 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)




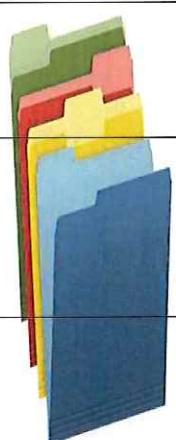
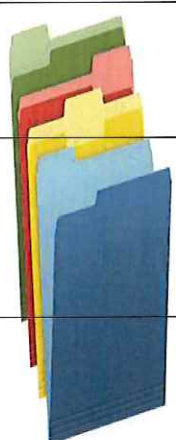
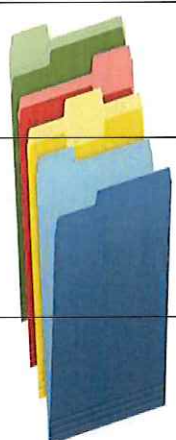


Name of Representative
Position











PRICE QUOTATION FORM

Philippine Embassy
20 Nassim Road
258395 Singapore







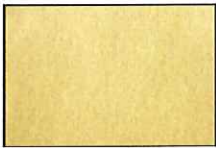

Sir/Madam:






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







Description	Image	Unit of Measurement	Quantity	Unit Price	Sub-Total
L-Shape Transparent Plastic Folder (A4)		Piece	20		
L-Shape Transparent Plastic Folder (F4)		Piece	270		
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Inner File Folder, A4		Piece	20		
Inner File Folder File Folder (F4)-Pink		Piece	70		
Inner File Folder File Folder (F4)-Blue		Piece	20		
Expandable Folder		Piece	30		
Plastic Management File Folder -A4 (assorted colors)		Piece	12		

3-Flap Paper Folder with elastic band (A4-assorted colors)		Piece	6		
12 pockets Expanding/Accordion Folder		Piece	5		
Cardboard divider and indices (A4)		Piece	6		
PVC Clipboard (Vertical-Black)		Piece	12		
Arch Lever File (A4-2Hole-2 in-Black)		Piece	15		
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File Organizer (Size: 160mmx 220 x 282mm)		Piece	4		
Suspension File Folder (Foolscap)		Box/12 pcs	2		
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Binder Clip 41mm		Box	15		
Binder Clip 51mm		Box	15		
Sticky Note Index, please sign here		pack	46		
Glue Stick, 40 grams		piece	4		
Glue Stick, 40 grams		piece	30		
Paper Fastener (Metal)		box	10		
Correction Tape- (Refillable) - 6mmx12mm		piece	13		
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Magnetic Sign Holder (A3)		Piece	4		
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Parchment Paper		Pack	3		
Colored Paper (assorted colors)		Pack	3		
Index Tabs		Piece	15		





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Whiteboard Marker (Black)		Piece	5		
Whiteboard Marker (Blue)		Piece	3		
Whiteboard Marker (Red)		Piece	2		
Whiteboard Marker (Green)		Piece	1		
Permanent Marker (Black)		Piece	5		
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Permanent Marker (Green)		Piece	1		
Highlighter (Green)		Piece	10		

Highlighter (Yellow)		Piece	16		
Highlighter (Orange)		Piece	12		
Pencil with eraser		Pack/6 pcs	4		
Soft Eraser		Piece	6		
Plastic Ruler		Pack/12 pcs	1		
Sign Pen- Gel Impact 1.00 mm (Black)		Piece	35		
Sign Pen- Gel Impact 1.00 mm (Blue)		Piece	21		
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ballpoint pen-2.7 (Black)		Piece	58		
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Notebook (no string)		Piece	4		
Notebook (pocket size)		Piece	2		

Notebook (normal)		Piece	11		
Self-Inking Dater (please specify size & color of ink) Blue /Normal size		Piece	4		
Heavy Duty Puncher		Piece	2		
Calculator (12 digit)		Piece	4		
2-Hole Puncher		Piece	2		
Stainless Steel Scissors		Piece	5		
Utility Scissors		Piece	8		
Tube Pencil Sharpener		Piece	2		
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Stamp Rack (12 holes, 10 holes)		Piece	2		
Staple Wire Remover		Piece	6		

Tape Dispenser (for 18mm only)		Piece	4		
Pen Holder		Piece	2		
Desk Organizer		Piece	4		
Desktop Magazine Holder		Set	6		

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