

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 Unit of (for reference purposes only) 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	
Inner File Folder File Folder (F4)-Pink		Piece	20 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	70 st.	Piece	5
Cardboard divider and indices (A4)	As -	Piece	6
PVC Clipboard (Vertiical- Black)		Piece	12
Arch Lever File (A4-2Hole-2 in-Black)		Piece	
Arch Lever File (F4-2Hole-2 in-Black	(m)	Piece	15
Arch Lever File (F4-2Hole-3 in-Black)		Piece	
File Organizer (Size: 160mmx 220 x 282mm)		Piece	15
Suspension File Folder (Foolscap)		Box/12 pcs	2
Binder Clip 15mm	anota curr	Вох	20

Automotive and a second a second and a second a second and a second a second and a second and a second and a		y	
Binder Clip 19mm		Вох	3
Binder Clip 25mm		Вох	15
Binder Clip 32mm	- COMP.	Вох	15
Binder Clip 41mm	anger A	Вох	15
Binder Clip 51mm	ONST.	Вох	15
Sticky Note Index, please sign here		pack	46
Glue Stick, 40 grams	Unit III	piece	4
Glue Stick, 40 grams		piece	30
Paper Fastener (Metal)		box	10
Correction Tape- (Refillable) -6mmx12mm	10.20	piece	13
Correction Tape (Refill) - 6mmx12mm		piece	6
Hot Laminating Film A5	Laminating Pouches Sphares Park	Pack	2
Hot Laminating Film A4	AN LOUI	Pack	3
Hot Laminating Film A3	Allers of the second	Pack	2

Magnetic Sign Holder (A4)		Piece	4
Magnetic Sign Holder (A3)	With the Date of Land Control	Piece	4
Matte & Glossy Photo Paper (A4)	EPICON PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPER	Pack	2
Hardcover Book Foolscap Size 120 Pages		Piece	4
Parchment Paper		Pack	3
Colour Paper A4 153gsm Pack of 30s		Pack	3
Index Tabs	► 500mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm	Piece	15
A4 Premium Laser Card 160 GSM 30 sheets	COLORACTION	Pack	3
Expanding Envelope (Brown) 20pieces/lot A4 Kraft Paper Gift Boxes Packaging Envelope		Piece	3
Whiteboard Marker (Black)		Piece	5
Whiteboard Marker (Blue)	Artine 500A Artine 500A	Piece	3
Whiteboard Marker (Red)	OOA E	Piece	2

Whiteboard Marker (Green)		Piece	1
Permanent Marker (Black)		Piece	5
Permanent Marker (Blue)		Piece	3
Permanent Marker (Red)	Artline 70 ⓒ Artline 70 ⓒ	Piece	3
Permanent Marker (Green)		Piece	1
Highlighter (Green)	KH14	Piece	10
Highlighter (Yellow)		Piece	16
			12
Highlighter (Orange)		Piece	72
Pencil with eraser		Pack/6 pcs	4
Soft Eraser	SOFT	Piece	6
Plastic Ruler	A CONTRACTOR OF THE CONTRACTOR	Pack/12 pcs	1
Sign Pen- 1.00 mm (Black)		Piece	35
Sign Pen- 1.00 mm (Blue)	ON OR WART	Piece	21
Sign Pen- 1.00 mm (Red)		Piece	11
ball point pen-2.7 (Black)	0 000	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	PAPERho	Ream	225
White Plain Bond Paper (A3) 70 gsm	Copier He bout mark on the Service Conference Conferen	Ream	2
Staple Wire No. 20 FE (for electric stapler)	CON CONTRACTOR OF THE CONTRACT	Вох	2
Staple Wire 2115 1/4 5 M		Вох	10
Staple Wire-Heavy Duty 1/2 11-121FA-H-ML		Вох	2
	GTEC C4 (Black) GTEC C4 (Blue) Artline Flow easy gel.7mm black Glue stick Ruler, 12'soft White Plain Bond Paper (A4) 70 gsm White Plain Bond Paper (A3) 70 gsm Staple Wire No. 20 FE (for electric stapler) Staple Wire 2115 1/4 5 M	G TEC C4 (Black) Artline Flow easy gel.7mm black Glue stick Ruler, 12'soft White Plain Bond Paper (A4) 70 gsm White Plain Bond Paper (A3) 70 gsm Staple Wire No. 20 FE (for electric stapler) Staple Wire-Heavy Duty	G TEC C4 (Black) Piece Piece Artline Flow easy gel.7mm black Glue stick Ruler, 12'soff Piece White Plain Bond Paper (A4) 70 gsm White Plain Bond Paper (A3) 70 gsm Staple Wire No. 20 FE (for electric stapler) Staple Wire-Heavy Duty

Brown Pouch Paper		Pack	1
Stamp Pad No. 2 (67 x 103 mm) (Purple)		Piece	2
Stamp No. 3 (101 x 152mm) (Purple)	Artline	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)	Na N	Roll	4
Packing Tape (48mm)		Roll	16
Electrical Tape (18mm- Vinyl)	ATTENDED TO THE PARTY OF THE PA	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)	9	Pack	11
Sticky Note (34.9 mm x 47.6 mm)	· ·	Pack	11
Sticky Note (25 mm x 75mm)		Pack	10
Rubber Band (8x1x120)	(Mining)	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	WED	Piece	4
Heavy Duty Puncher		Piece	2
Calculator (12 digit)	(2557801 P.)	Piece	4
2-Hole Puncher		Piece	2
Stainless Steel Scissors	db	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	2	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:

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

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.

the information indicated in this Agreement. Should there be any leakag winning Provider on the Project shall render the Contract null and void.	e of inform
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		
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		
Expandable Folder		Piece			
			30		
Plastic Management File Folder -A4		Piece			
(assorted colors)			12		

		I		7	
3-Flap Paper Folder with elastic band (A4- assorted colors)		Piece	6		
12 pockets Expanding/Accordion Folder	or or	Piece			
34. 0000000000000			5		
Cardboard divider and indices (A4)	A4	Piece			
			6		
PVC Clipboard (Vertiical-Black)	()	Piece			
			12		
Arch Lever File (A4- 2Hole-2 in-Black)	යා , යා	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	and a second	Вох	20		

Binder Clip 19mm		Вох	3		
Binder Clip 25mm	end e	Вох	15		
Binder Clip 32mm		Вох	15		
Binder Clip 41mm	inga aus	Вох	15		
Binder Clip 51mm	ansu.	Вох	15		
Sticky Note Index, please sign here		pack	46		
Glue Stick, 40 grams	Track ST	piece	4		
Glue Stick, 40 grams		piece	30	9	
Paper Fastener (Metal)		box	10		
Correction Tape- (Refillable) - 6mmx12mm	() area (piece	13		
Correction Tape- (Refill) -6mmx12mm		piece	6		

Hot Laminating Film A5	Laminating Pouches Entered William	Pack	2	
Hot Laminating Film A4	AN I LIST I	Pack	3	
Hot Laminating Film A3		Pack	2	
Magnetic Sign Holder (A4)	THE STATE OF THE S	Piece	4	
Magnetic Sign Holder (A3)	The second secon	Piece	4	
Matte & Glossy Photo Paper (A4)	EPRON The Control of	Pack	2	
Hardcover Book Foolscap Size 120 Pages		Piece	4	
Parchment Paper		Pack	3	
Colored Paper (assorted colors)		Pack	3	
Index Tabs	DOMESTICAL STATE OF THE PARTY O	Piece	15	

A4 Premium Laser Card 160 GSM 30 sheets	COLORACTION SC	Pack	3	
Expanding Envelope (Brown) 20pieces/lot A4 Kraft Paper Gift Boxes Packaging Envelope		Piece	3	
Whiteboard Marker (Black)		Piece	5	
Whiteboard Marker (Blue)	ATU ATU -	Piece	3	
Whiteboard Marker (Red)	Ardine500A Ardine500A Ardine500A	Piece	2	
Whiteboard Marker (Green)	第1	Piece	1	
Permanent Marker (Black)		Piece	5	
Permanent Marker (Blue)		Piece	3	
Permanent Marker (Red)	Artine70 ⊗)	Piece	3	
Permanent Marker (Green)	y v	Piece	1	
Highlighter (Green)	341 144	Piece	10	

			16	
Highlighter (Yellow)	14144	Piece		
		Piana	12	
Highlighter (Orange)		Piece		
Pencil with eraser		Pack/6 pcs	4	
Soft Eraser	SOFT	Piece	6	
Plastic Ruler	To the control of the	Pack/12 pcs	1	
Sign Pen- Gel Impact1.00 mm (Black)	uni bod	Piece	35	
Sign Pen- Gel Impact 1.00 mm (Blue)	GET IMPACT	Piece	21	
Sign Pen- Gel Impact 1.00 mm (Red)		Piece	11	
ballpoint pen-2.7 (Black)	G-200	Piece	58	
ballpoint pen -2.7 (Blue)	W.M.	Piece	70	

		Piece	37	
ballpoint pen 2.7 (Red)	's Pilo			
ballpoint pen -2.7 (Green)		Piece	11	
ballpoint 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	Life the Company	piece	6	
Glue stick	ä	Piece	20	
White Plain Bond Paper (A4) 70 gsm	PAPER he	Ream	225	
White Plain Bond Paper (A3) 70 gsm	PAPER he Copier	Ream	2	
Staple Wire No. 20 FE (for electric stapler)	No 20FE	Вох	2	

			r	
Staple Wire 2115 1/4 5 M	2315 to 1 cm	Вох	10	
Staple Wire-Heavy Duty 1/2 11-121FA-H- ML		Вох	2	
Brown Pouch Paper		Pack	1	
Stamp Pad No. 2 (67 x 103 mm) (Purple)	Arthu	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)	0	Roll	4	
Double Sided Transparent Tape (18mm)	Manager Hard	Roll	3	
Masking Tape (18mm)		Roll	3	
Masking Tape (48mm)	×	Roll	4	5

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	8	
Sticky Note (25 mm x 75mm)		Pack	10		
Rubber Band (8x1x120)	(Se DATE)	Pack	7		
Notebook (no string)		Piece	4		
Notebook (pocket size)		Piece	2		

Notabaak (normal)				
Notebook (normal)		Piece	11	
Self-Inking Dater (please specify size & color of ink) Blue /Normal size	THE PARTY OF THE P	Piece	4	
Heavy Duty Puncher		Piece	2	
Calculator (12 digit)	ENWOODEI	Piece	4	
2-Hole Puncher		Piece	2	
Stainless Steel Scissors	db	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	COLUMN 1987	Piece	2	
Desk Organizer		Piece	4	
Desktop Magazine Holder		Set	6	

project.

Total Amount in SGD: ______

Amount in words: _____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number

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