

REPUBLIC OF THE PHILIPPINES  
EMBASSY OF THE PHILIPPINES  
SINGAPORE, SINGAPORE

**REQUEST FOR QUOTATION**

The Philippine Embassy in Singapore will undertake procurement for two (2) encoders through outsourcing companies with the following qualifications:

1. Filipino nationals; and
2. Computer literate

Job details of the project/activity/program are as follows:

1. Encode applicants data for electronic passport (ePassport) application, take photo, fingerprint and signature;
2. Process/encode the necessary details for notarization of consular documents.

Interested outsourcing companies are required to submit their duly signed Price Quotation Form (Annex "A").

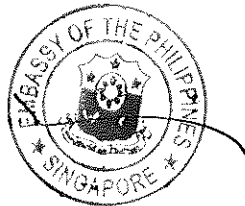
Submission of quotation is on or before 5:00 p.m. of the 15<sup>th</sup> of December 2015. Open quotations may be submitted manually or by mail at 20 Nassim Road, 258395 Singapore or e-mail to [php@philembassysg.org](mailto:php@philembassysg.org) attention to Ms. Rachel M. Osi.

For inquiry, you may contact the Philippine Embassy at telephone number 67373977 ext. 122.

Very truly yours,



**RACHEL M. OSI**  
Administrative Officer



PRICE QUOTATION FORM

27 November 2015

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Sir/Madam

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Services	Contract Price
1. Filipino nationals; and 2. Computer literate	1.Encode applicants data for electronic passport (ePassport) application, take photo, fingerprint and signature; 2. Process/encode the necessary details for notarization of consular documents	

(Amount in words) \_\_\_\_\_  
The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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

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

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