



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE



**RFQ-006A-2024**

25 January 2024

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore intends to procure various toner and ink cartridges for official use. As such, we are requesting quotations and bids from reputable companies.

The following are the technical specifications for the toner and ink cartridges:

ITEM DESCRIPTION	QUANTITY
Brother Toner LC451XL (Black)	3
Brother Toner LC451XL (Cyan)	2
Brother Toner LC451XL (Magenta)	2
Brother Toner LC451XL (Yellow)	2
Samsung CLT-K506L (Black)	1
Samsung CLT-C506L (Cyan)	1
Samsung CLT-Y506L (Yellow)	1
Samsung CLT-M506L (Magenta)	1

Should your company be interested, kindly contact the undersigned at [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) and prepare a quotation using the attached Price Quotation Form (Annex A).

Thank you.

Sincerely yours

(Original Signed)  
**Maria Clorinda Bonabon - Dankers**  
Property Officer

**Temporary Office:** Level 16, TripleOne Somerset, 111 Somerset Rd., Singapore 238164  
20 Nassim Road, Singapore 258395 | **Tel no:** +65 6737 3977 | **Fax:** +65 6733 9544  
**Website:** [www.philippine-embassy.org.sg](http://www.philippine-embassy.org.sg) | **E-mail:** [singapore.pe@dfa.gov.ph](mailto:singapore.pe@dfa.gov.ph)

**ANNEX A  
PRICE QUOTATION FORM**

Date :

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

Sir/Madam,

After having carefully read and accepted the terms and conditions in the **Request for Quotation of Toner and Ink Cartridges**, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words and figures:

\_\_\_\_\_ SINGAPORE DOLLARS

(SGD \_\_\_\_\_)

**Inclusions:**

- 1.
- 2.
- 3.

Very truly yours,

Full Name and Signature  
of Representative:  
Designation:  
Official Company Name:  
Contact Number:  
Email Address: