



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE



**RFQ-016-2024-**

19 April 2024

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore intends to procure various Office supplies and accessories for this quarter. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address: [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) on or before 25 April 2024.

Thank you.

Sincerely yours,

(ORIGINAL SIGNED)  
**JOYLEEN E. SANTOS**  
First Secretary and Consul  
Chairperson, BAC

**Annex "A"**  
**PRICE QUOTATION FORM**

Date:

To : Ms. Maria Clorinda V. Bonabon-Dankers  
Property Officer  
Embassy of the Philippines, Singapore  
Temporary Office: Triple One, Somerset Road  
Level 16 Units 12A 13/14, 238164 Singapore

Dear Ms. Bonabon-Dankers,

We would like to provide our lowest price quotations for various Office supplies and accessories.

This also serves as our compliance with the specifications of the items.

**TOTAL AMOUNT:**

Amount in words and figures:

\_\_\_\_\_ SINGAPORE  
DOLLARS (SGD)

**Inclusions:**

Very truly yours,

\_\_\_\_\_  
Full Name and Signature of Representative:

Designation:

Official Company Name:

Contact Number: 8

Email Address:

## TERMS OF REFERENCE

### PROJECT: PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND ACCESSORIES THIS QUARTER

#### I. PROJECT

The Embassy of the Republic of the Philippines in Singapore needs to procure various office supplies and accessories for the 2nd quarter of 2024.

#### II. SCOPE OF THE PROJECT

The supplier shall submit a quotation with respective requirements :

SN	Product description	Unit of Measure	Total quantity
1	Alkaline battery (AA)	Pack/4 pieces	46
2	Alkaline battery (AAA)	Pack/4 pieces	43
3	SUM Extension with 2 USB Port	Piece	13
4	SUM 3-pin Travel Adapter	Piece	22
5	L-shape colored plastic folder (A4) (at least 0.18 thick)	Pack/12 pieces	6
6	Inner file folder (Blue-A4-350gsm- without fastener)	Piece	150
7	Inner file folder (Blue-F4-350gsm- without fastener)	Piece	50
8	Plastic transparent envelope (A4) snap wallet	Piece	12
9	Cardboard indices and dividers (A4-multicolor-120 microns)	Piece	10
10	2-D ring file (A4)	Piece	10
11	Correction tape-refillable (6mm x 12mm)	Piece	34
12	Premium label (A4-self-adhesive-21 x 29.7cm)	Pack/100 sheets	16
13	White board marker (Black)	Piece	12
14	White board marker (Red)	Piece	12
15	White board eraser	Piece	3
16	Permanent Marker (Black)	Piece	6
17	Permanent Marker (Blue)	Piece	6
18	Permanent Marker (Red)	Piece	6
19	Pencil with eraser (dark leads)	Box/12 pieces	2

SN	Product description	Unit of Measure	Total quantity
20	Soft Eraser	Piece	10
21	Roller Ballpen 0.7 (Black-retractable gel pen)	Box/12 pieces	15
22	Roller Ballpen 0.7 (Blue-retractable gel pen)	Box/12 pieces	16
23	Roller Ballpen 0.7 (Red-retractable gel pen)	Box/12 pieces	2
24	Roller Ballpen 0.7 (Green-retractable gel pen)	Box/12 pieces	2
25	Roller Ballpen 0.7 (Purple-retractable gel pen)	Box/12 pieces	2
26	Copier paper (A4-white-70gsm)	Box/5 reams	47
27	Thermal paper (57x40x12mm-premium quality)	Box/20 rolls)	3
28	Thermal paper (80x76x12mm-premium quality)	Box/20 rolls)	3
29	Staple wire- heavy duty 1/2 11-121FA-H-ML	Box	6
30	Stamp Pad Ink (Black-50ML)	Piece	2
31	Stamp Pad Ink (Red)	Piece	1
32	Stamp Pad no. 1 (Purple, black & red)	Piece	9 (3 pieces each)
33	Masking Tape (18mm)	Roll	12
34	Bubble Wrap (20 inch-91m)	Roll	4
35	Notebook with string (for office use)	Piece	10
36	Double sided tissue tape	Roll	6
37	Construction Paper (A4-assorted color)	Pack/100 sheets	10
38	Certificate Paper (Ivory-A4-120 gsm)	Pack/100 sheets	9
39	Glue	Piece	8
40	Stapler HD-88	Piece	5
41	Stamp Pad No. 2 (Black-high quality)	Piece	3
42	Tape dispenser (suitable for 18mm)	Piece	17
43	Stainless scissors	Piece	10
44	Pencil sharpener (tube)	Piece	7

SN	Product description	Unit of Measure	Total quantity
45	Frame for certificate (A4-black or silver)	Piece	48
46	Acrylic book display stand (A4)	Piece	1
47	Blue tack	Pack	5
48	Cutting Mat	Piece	2
49	Frame for certificate (A4-black or silver)	Piece	48

The goods to be proposed should be produced by reputable manufacturers. Bidders are strongly encouraged to email: [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) 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 invoicing 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;
  - d.) Name of payee/Company Name; and
  - e.) 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.

### V. DELIVERY AND RECEIPT CONDITIONS

Delivery of goods should be per Purchase Order and must be made all at the same time. Delivery on installment basis is strongly discouraged.

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

Date of delivery should be five (5) days upon receipt of the Notice of Award.

### VI. 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.

## VII. 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 and award under applicable laws and regulations.

## VIII. CONFIDENTIALITY

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 of the Project shall render the Contract null and void.

Conforme:

\_\_\_\_\_  
(Signature)  
Name of Representative  
Position

Approved by:

\_\_\_\_\_  
Head of Procuring Entity