



## EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

**RFQ-2023-12-03**

07 Dec 2023

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore intends to procure the Print and Cut Machine for the Official Use of the Consular Section. As such, we are requesting quotations and bids from reputable companies, details of which are as follows:

- Procurement of an electronic printer with embedded cutter that can print and make perforations on consular processing stubs for ease in issuance of collections slips to consular clients.
- Able to cut through all types of paper, including cardstock paper
- Should be compatible with any Windows and Mac computers and iOS/Android device
- Cost should not exceed 700SGD inclusive of all taxes, fees and and charges

Should your company be interested, kindly contact Andrea Pascual at +6567373977 / [consular@philembassysg.com](mailto:consular@philembassysg.com) and prepare a quotation using the attached Price Quotation Form (Annex A).

Thank you.

Sincerely yours,

(Original Signed)  
**Andrea Pascual**  
End-User Representative

**ANNEX A  
PRICE QUOTATION FORM**

Date :

To : **Andrea Pascual**  
Consular Section  
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 for Print and Cut Machine for the Official Use of the Consular Section**, hereunder is our quotation as follows:

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:  
Email Address:

