

**REQUEST FOR QUOTATIONS FOR THE PROCUREMENT OF OFFICE SUPPLIES, OTHER SUPPLIES/MATERIALS, AND SEMI-EXPENDABLE ICT EQUIPMENT NEEDED BY THE EMBASSY FOR THE YEAR 2023**

The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, NEW DELHI (50-N Nyaya Marg, Chanakyapuri, New Delhi 110021, India) through the General Appropriation Act intends to apply the sum of INR1,403,546.19 being the approved budget for the contract (ABC) as payments for the procurement of Office Supplies, other Supplies/Materials, and Semi-expendable ICT Equipment needed by the Embassy for the Year 2023

Description	Approved Budget for the Contract
Procurement of Office Supplies, other supplies/Materials, and Semi-expendable ICT Equipment	INR1,403,546.19

The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, NEW DELHI now invites quotations for the above-said Procurement for one year.

The technical specifications on the procurement of Office Supplies, other Supplies/Materials, and Semi-expendable ICT Equipment are as follows:

**I. Office Supplies**

Unit	Description (Office Supplies)	Qty.	Amount per Unit	Total
pc	Book Pad: Record Book (240 pages)	20		
pc	Book Pad: Record Book (500 pages)	10		
pc	Book Pad: Note Book Spiral	20		
box	Clip Paper (Ordinary clip)	30		
box	Clip Binder Paper Black size 35 mm	30		
box	Clip Binder Paper Black size (3/5")	30		
box	Clip Binder Paper Black size 19 mm	30		
box	Clip Binder Paper Black size 25 mm	30		
pc	Correction Tape	10		
pc	Cutter	10		
pc	Dater: Mini Dater	10		
pc	Eraser: For Pencil	10		
pc	Eraser White Board	2		
pack	Envelope: Brown with Logo 8 x 10 (Pack of 100)	30		
pack	Envelope Brown with Logo 10 x 14 (Pack of 100)	10		
pack	Envelope:Brown with Logo10 x 12 (Pack of 100)	10		
pack	Envelope White with Logo super bright 10 x 12 100gsm (pack of 100)	10		

Unit	Description (Office Supplies)	Qty.	Amount per Unit	Total
pack	Envelope: White Envelope with logo super bright 10 x 114 ( pack of 100)	10		
pack	Envelope: Universal Envelope White mailing envelope w/ window (Pack of 500)	1		
pack	Envelope: Universal Envelope White mailing envelope (Pack of 500)	1		
pack	Envelope: White mailing envelope with Logo (Pack of 500)	2		
pack	Folder: Size A4 SIZE (Pack of 100)	10		
pack	Folder: Size Long FS (Pack of 100)	4		
pack	Folder: Clear Holder Plastic Holder or L type clear A4 size (12/pack)	10		
pack	Folder: Clear Holder Plastic Holder Long / L type clear (12/pack)	5		
pack	Folder: Plastic Leaf Long Size (50/pack)	10		
pc	Folder: File Box Black	150		
pc	Glue Stick:	30		
pc	Ink: 55 Laser Jet	4		
pc	Ink: Samsung 116S	6		
pc	Ink: Samsung 116L	4		
pc	Ink: Samsung MLT-D116L Toner	6		
pc	Ink: HP CC 388 Ac	10		
pc	Ink: HP 85A Toner	6		
pc	Ink: HP 78A Toner	4		
pc	Ink: HP 88A Toner	10		
pc	Ink:HP 12A Toner	10		
pc	Ink: Cartridge Combo 802 HP Black and Color	2		
pc	Ink: Cartridge Combo 680 HP Black and Color	2		
pc	Ink: Cartridge HP 703 Black and Colored	2		
pc	Ink: Canon 35 Black	2		
pc	Ink:Stamp Pad Ink	2		
pc	Marker: Permanent Color Black	20		
pc	Marker Permanent Color Blue	20		
pc	Marker Permanent Color Red	10		
pc	Marker White Board Color Black	20		
pc	Marker White Board Color Blue	20		
pc	Marker White Board Color Red	10		
pc	Marker High Lighter Yellow	30		
pc	Marker High Lighter Pink	10		

Unit	Description (Office Supplies)	Qty.	Amount per Unit	Total
pc	Marker High Lighter Yellow Blue	10		
ream	Paper: JK Excel Bond A-4 85 gsm ( 21 x 29.7) For F.O. use	10		
ream	Paper: Copy Paper 75 gsm (for general use) A4 (Pack of 10 reams)	100		
ream	Paper: Copy Paper 75 gsm (for general use) F4 (Pack of 10 reams)	10		
pack	Paper: DFA Letter Head A-4 Size 90 gsm (Pack of 100)	100		
pack	Paper: DFA Letter Head Long Size 90 gsm (Pack of 100)	6		
ream	Paper: Colored Paper A-4 Size Pink	2		
ream	Paper: Colored Paper A-4 Size Yellow	2		
pack	Paper:Photo Paper (50 sheets)	2		
pad	Paper:Self Stick Note Pads 75mm x 75 mm 100 sheets	20		
pad	Paper:Self Stick Note Pads 75mm x 25 mm 100 sheets	20		
pad	Paper: Page markers Self Stick Note pads 15mm x 75 mm 200 sht	20		
pad	Paper: Self Stick Note Pads 40 x 50mm 100 sheets	20		
pad	Paper: Self Stick Note Pads 76 x 127mm	20		
pack	Paper: DFA Letter Head A-4 Size Blue print Logo 90 gsm (Pack of 100)	75		
pc	Pen: Uni Ball UM-153S Sign Pens Black 744771	150		
pc	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Black 762633	150		
pc	Pen:Refills for Uni-Ball 0.7mm Signo 207 Black 762633	50		
pc	Pen:Reynolds Ballpen Black	150		
pc	Pen:Reynolds Ballpen Blue	150		
pc	Pen:Reynolds Ballpen Red	50		
pc	Pen:Pilot V5 Blue	20		
pc	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Blue762633	100		
pc	Pen: Uni Ball UM-153S Sign Pens Blue744771	100		
pc	Pencil: Pencil	40		
pc	Puncher: Ordinary	6		
pc	Ruler: Plastic	5		
pc	Ruler: Steel	5		
pc	Scissor	15		
pc	Sharpener: Small	10		
pc	Stamp Pad:	6		
pc	Staplers: Ordinary stapler	8		
box	Staple: Wires size No.10-1m (Pack of 1,000)	30		

Unit	Description (Office Supplies)	Qty.	Amount per Unit	Total
box	Staple :Wires Size No.24/6-1m (Pack of 1,000)	30		
box	Staple :Wires Size No. 23/17-H for heavy duty Stapler	30		
pc	Staple: Staple remover	6		
pc	Tape: Scotch Tape Clear 1 inch	50		
pc	Tape: Packaging Tape Brown	50		
pc	Tape: Packaging Tape Transparent	50		
pc	Tape: Masking Tape Size 1 inch	30		
pc	Tape: Double Adhesive Sizes 24mm x 3m	30		
pc	Tape Dispenser: Standard Size	6		
box	Pin: Push Pin	10		

## II. Other Supplies/Materials

Unit	Description (Other Supplies/Materials)	Qty.	Amount per Unit	Total
pc	Alcohol: 70 % percent 500ml	30		
pc	Alcohol: Ethyl Alcohol 5 Gallon	30		
pack	Air Freshner: Freshner for Toilet (pack of 10)	30		
pc	Air Freshner: Freshner for Room	30		
box	Air Freshner: Urinal & Sanitary Cubes 400 gms	30		
pack	Battery: AAA (Pack of 4)	20		
pack	Battery: AA (Pack of 4)	20		
pack	Battery: 9V (Pack of 2)	20		
pc	Broom: hand Made (Walis Tambo)	6		
pc	Broom: Coconut Midrib (walis ting-ting)	6		
pc	Brush: Toilet Brush with holder	6		
pc	Bucket	2		
pc	Cord Extension 3 meters 16 amperes	10		
pc	Cord Extension 5 meters	10		
pc	Disinfectant: Spray Dettol	50		
pc	Disinfectant: Spray for insect, cockroaches	50		
box	Disposable: Face Mask 3 Ply	10		
pack	Disposable: Plates Biodegradable	10		
pack	Disposable: Plastic Fork	10		
pack	Disposable: Plastic Spoon	10		

Unit	Description (Other Supplies/Materials)	Qty.	Amount per Unit	Total
pack	Disposable: Plastic Tea Spoon	5		
pack	Disposable: Coffee Cup	10		
pack	Disposable: Plastic Cup for juice	10		
pack	Disposable: Plastic Zip Lock Size 9 x 12	4		
pack	Disposable: Plastic Zip Lock Size 12 x 16	4		
box	Disposable: Gloves	10		
pair	Disposable: Rubber Gloves (Reusable)	10		
pack	Garbage: Bags Biodegradable size Large 24 x 32 inches (pack of 50)	20		
pack	Garbage: Bags Biodegradable size Medium 19 x 21 inches (pack of 50)	30		
pc	Garbage: Plastic with Pedal	6		
roll	Garbage: Plastic Bag roll Medium size (30 pcs)	30		
pc	Light: Bulbs Light 14W Led B22	300		
pc	Light: Bulbs Light Slim Line Tube Light 20 W	50		
pc	Light: Fluorescent Lamp	100		
pc	Light: Bulb Light for Flood Light 200W, Outdoor LED IP66	20		
pc	Light: Disposable Round shape LED 12 watt	30		
pc	Light: Balance for Fluorescent	30		
pc	Liquid Cleaner: Furniture Cleaner	30		
pc	Liquid Cleaner: Toilet Cleaner Harpic Red 1 liter	50		
pc	Liquid Cleaner: Toilet Cleaner Harpic Blue 1 liter	50		
pc	Liquid Cleaner: Toilet Cleaner Lizol Disinfectant 5 liters	40		
pc	Liquid Cleaner: Glass Cleaner	50		
pc	Liquid Cleaner: Wash N Wax for Car	30		
pc	Liquid Cleaner: Peldge Cleaner surface	30		
pc	Liquid Cleaner: Peldge Polish 250 ml	50		
pc	Liquid Cleaner: Acid Cleaner for toilet bowl	20		
pc	Liquid Cleaner: Floor Wax 400g	10		
pc	Liquid Cleaner: Choline for water tank 25 Tablet per pack	2		
pc	Liquid Cleaner: Metal Polish	10		
pc	Mop: Floor Mop with Handle	6		
pc	Pad Lock: Big 65m	10		
pc	Pad Lock: Big 55m	10		
pc	Rags: for Floor Mat Big Size	20		

Unit	Description (Other Supplies/Materials)	Qty.	Amount per Unit	Total
pc	Rags: for Floor Mop	10		
pc	Rags: for dusting	40		
pc	Sanitizer: Hand sanitizer 500 ml	40		
pc	Scrub Pad: Dishwashing Foam (pack for 2)	15		
pc	Scrub Pad: Floor Toilet Pads (pack for 2)	15		
pc	Scrub Pad: Scrubbing Pad For Floor Polisher Machine (pack of 5)	1		
pc	Scrub Pad: Polishing Pad For Floor Machine (pack of 5)	1		
pc	Soap: Dishwashing Liquid (750ml)	20		
pc	Soap: Hand Soap Liquid (750ml)	20		
pc	Soap: Ariel Powder 2 grams	300		
pc	String: Nylon	6		
pc	Tape: Electrical tape	30		
pc	Tissue: Toilet Roll (Pack of 4)	30		
pc	Tissue: In Box (Pack of 3 200 ply)	20		
pack	Tissue: Paper Towel (Pack of 10) 150 pulls	10		
pack	Tissue: Table Tissue (50 pcs)	20		
pc	Wiper: Floor Wiper	5		
pc	Wiper: Glass Wiper	5		
pc	Fire Extinguisher (Refill) 1 kg (Powder)	3		
pc	Fire Extinguisher (Refill) 4kg Powder	7		
pc	Fire Extinguisher (Refill) 6 kg Powder	7		
pc	Fire Extinguisher (Refill) 9 kg Powder	1		
pc	Fire ExtinguisherCO2 (Refill) 4.5 kg	1		
pc	Mouse Pad	20		

### III. Semi-Expendable ICT Equipment

Unit	Description (Semi-Expendable ICT Equipment)	Qty.	Amount per Unit	Total
pc	Storage Drive: Drive 1 TB	6		
pc	Storage Drive: Flash drive 32 GB	10		
pc	Key Board	8		
pc	Mouse	8		
pc	Ups for Computer	10		
pc	Printer with Scanner (All in One)	4		

Unit	Description (Semi-Expendable ICT Equipment)	Qty.	Amount per Unit	Total
pc	Wifi Router	2		
pc	Wifi Hub/Switch (4 Ports)	4		
pc	Antivirus Software	22		
<b>Approved Budget for the Contract (ABC) is INR1,403,546.19</b>				

The Embassy accepts open quotations to be submitted directly at email address [NDPE.BAC@gmail.com](mailto:NDPE.BAC@gmail.com) and/or at the Philippine Embassy with office address at 50-N, Nyaya Margs, Chanankyapuri, New Delhi – 110021 along with company's business permit/registration and the below annex documents. Please note that the quotations should not exceed the Approved Budget for the Contract (ABC), and to be submitted to the Bids and Awards Committee (BAC) not later than 3:00pm on 11 March 2022.

- Annex A - Signed Quotation
- Annex B - Acceptance of Technical Specifications
- Annex C - Eligibility Requirements

The BAC of the Embassy of the Republic of the Philippines reserves the right to accept or reject any offer and to annul the process at any time prior to awarding of contract without thereby incurring any liability to the affected supplier/s.

Very truly yours,

  
**MARK ANTHONY P. DIZON**  
 Chairperson  
 Bids and Awards Committee

04 March 2022

Embassy of the Republic of the Philippines  
New Delhi

**Annex "A"**

REQUEST FOR QUOTATION

Name of Supplier : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Tel. Number : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Fax Number : \_\_\_\_\_

Please submit personally or through email address at your lowest price quotations for the Security services of this Embassy

**I. Office Supplies**

Unit	Description (Office Supplies)	Qty.	Amount per Unit	Total
pc	Book Pad: Record Book (240 pages)	20		
pc	Book Pad: Record Book (500 pages)	10		
pc	Book Pad: Note Book Spiral	20		
box	Clip Paper (Ordinary clip)	30		
box	Clip Binder Paper Black size 35 mm	30		
box	Clip Binder Paper Black size (3/5")	30		
box	Clip Binder Paper Black size 19 mm	30		
box	Clip Binder Paper Black size 25 mm	30		
pc	Correction Tape	10		
pc	Cutter	10		
pc	Dater: Mini Dater	10		
pc	Eraser: For Pencil	10		
pc	Eraser White Board	2		
pack	Envelope: Brown with Logo 8 x 10 (Pack of 100)	30		
pack	Envelope Brown with Logo 10 x 14 (Pack of 100)	10		
pack	Envelope: Brown with Logo 10 x 12 (Pack of 100)	10		
pack	Envelope White with Logo super bright 10 x 12 100gsm (pack of 100)	10		
pack	Envelope: White Envelope with logo super bright 10 x 114 ( pack of 100)	10		
pack	Envelope: Universal Envelope White mailing envelope w/ window (Pack of 500)	1		
pack	Envelope: Universal Envelope White mailing envelope (Pack of 500)	1		



pack	Envelope: White mailing envelope with Logo (Pack of 500)	2		
pack	Folder: Size A4 SIZE (Pack of 100)	10		
pack	Folder: Size Long FS (Pack of 100)	4		
pack	Folder: Clear Holder Plastic Holder or L type clear A4 size (12/pack)	10		
pack	Folder: Clear Holder Plastic Holder Long / L type clear (12/pack)	5		
pack	Folder: Plastic Leaf Long Size (50/pack)	10		
pc	Folder: File Box Black	150		
pc	Glue Stick:	30		
pc	Ink: 55 Laser Jet	4		
pc	Ink: Samsung 116S	6		
pc	Ink: Samsung 116L	4		
pc	Ink: Samsung MLT-D116L Toner	6		
pc	Ink: HP CC 388 Ac	10		
pc	Ink: HP 85A Toner	6		
pc	Ink: HP 78A Toner	4		
pc	Ink: HP 88A Toner	10		
pc	Ink:HP 12A Toner	10		
pc	Ink: Cartridge Combo 802 HP Black and Color	2		
pc	Ink: Cartridge Combo 680 HP Black and Color	2		
pc	Ink: Cartridge HP 703 Black and Colored	2		
pc	Ink: Canon 35 Black	2		
pc	Ink:Stamp Pad Ink	2		
pc	Marker: Permanent Color Black	20		
pc	Marker Permanent Color Blue	20		
pc	Marker Permanent Color Red	10		
pc	Marker White Board Color Black	20		
pc	Marker White Board Color Blue	20		
pc	Marker White Board Color Red	10		
pc	Marker High Lighter Yellow	30		
pc	Marker High Lighter Pink	10		
pc	Marker High Lighter Yellow Blue	10		
ream	Paper: JK Excel Bond A-4 85 gsm ( 21 x 29.7) For F.O. use	10		
ream	Paper: Copy Paper 75 gsm (for general use) A4 (Pack of 10 reams)	100		
ream	Paper: Copy Paper 75 gsm (for general use) F4 (Pack of 10 reams)	10		
pack	Paper: DFA Letter Head A-4 Size 90 gsm (Pack of 100)	100		

pack	Paper: DFA Letter Head Long Size 90 gsm (Pack of 100)	6		
ream	Paper: Colored Paper A-4 Size Pink	2		
ream	Paper: Colored Paper A-4 Size Yellow	2		
pack	Paper:Photo Paper (50 sheets)	2		
pad	Paper:Self Stick Note Pads 75mm x 75 mm 100 sheets	20		
pad	Paper:Self Stick Note Pads 75mm x 25 mm 100 sheets	20		
pad	Paper: Page markers Self Stick Note pads 15mm x 75 mm 200 sht	20		
pad	Paper: Self Stick Note Pads 40 x 50mm 100 sheets	20		
pad	Paper: Self Stick Note Pads 76 x 127mm	20		
pack	Paper: DFA Letter Head A-4 Size Blue print Logo 90 gsm (Pack of 100)	75		
pc	Pen: Uni Ball UM-153S Sign Pens Black 744771	150		
pc	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Black 762633	150		
pc	Pen:Refills for Uni-Ball 0.7mm Signo 207 Black 762633	50		
pc	Pen:Reynolds Ballpen Black	150		
pc	Pen:Reynolds Ballpen Blue	150		
pc	Pen:Reynolds Ballpen Red	50		
pc	Pen:Pilot V5 Blue	20		
pc	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Blue762633	100		
pc	Pen: Uni Ball UM-153S Sign Pens Blue744771	100		
pc	Pencil: Pencil	40		
pc	Puncher: Ordinary	6		
pc	Ruler: Plastic	5		
pc	Ruler: Steel	5		
pc	Scissor	15		
pc	Sharpener: Small	10		
pc	Stamp Pad:	6		
pc	Staplers: Ordinary stapler	8		
box	Staple: Wires size No.10-1m (Pack of 1,000)	30		
box	Staple :Wires Size No.24/6-1m (Pack of 1,000)	30		
box	Staple :Wires Size No. 23/17-H for heavy duty Stapler	30		
pc	Staple: Staple remover	6		
pc	Tape: Scotch Tape Clear 1 inch	50		
pc	Tape: Packaging Tape Brown	50		
pc	Tape: Packaging Tape Transparent	50		
pc	Tape: Masking Tape Size 1 inch	30		

pc	Tape: Double Adhesive Sizes 24mm x 3m	30		
pc	Tape Dispenser: Standard Size	6		
box	Pin: Push Pin	10		

## II. Other Supplies/Materials

Unit	Description (Other Supplies/Materials)	Qty.	Amount per Unit	Total
pc	Alcohol: 70 % percent 500ml	30		
pc	Alcohol: Ethyl Alcohol 5 Gallon	30		
pack	Air Freshner: Freshner for Toilet (pack of 10)	30		
pc	Air Freshner: Freshner for Room	30		
box	Air Freshner: Urinal & Sanitary Cubes 400 gms	30		
pack	Battery: AAA (Pack of 4)	20		
pack	Battery: AA (Pack of 4)	20		
pack	Battery: 9V (Pack of 2)	20		
pc	Broom: hand Made (Walis Tambo)	6		
pc	Broom: Coconut Midrib (walis ting-ting)	6		
pc	Brush: Toilet Brush with holder	6		
pc	Bucket	2		
pc	Cord Extension 3 meters 16 amperes	10		
pc	Cord Extension 5 meters	10		
pc	Disinfectant: Spray Dettol	50		
pc	Disinfectant: Spray for insect, cockroaches	50		
box	Disposable: Face Mask 3 Ply	10		
pack	Disposable: Plates Biodegradable	10		
pack	Disposable: Plastic Fork	10		
pack	Disposable: Plastic Spoon	10		
pack	Disposable: Plastic Tea Spoon	5		
pack	Disposable: Coffee Cup	10		
pack	Disposable: Plastic Cup for juice	10		
pack	Disposable: Plastic Zip Lock Size 9 x 12	4		
pack	Disposable: Plastic Zip Lock Size 12 x 16	4		
box	Disposable: Gloves	10		
pair	Disposable: Rubber Gloves (Reusable)	10		
pack	Garbage: Bags Biodegradable size Large 24 x 32 inches (pack of 50)	20		
pack	Garbage: Bags Biodegradable size Medium 19 x 21 inches (pack of 50)	30		

pc	Garbage: Plastic with Pedal	6		
roll	Garbage: Plastic Bag roll Medium size (30 pcs)	30		
pc	Light: Bulbs Light 14W Led B22	300		
pc	Light: Bulbs Light Slim Line Tube Light 20 W	50		
pc	Light: Fluorescent Lamp	100		
pc	Light: Bulb Light for Flood Light 200W, Outdoor LED IP66	20		
pc	Light: Disposable Round shape LED 12 watt	30		
pc	Light: Balance for Fluorescent	30		
pc	Liquid Cleaner: Furniture Cleaner	30		
pc	Liquid Cleaner: Toilet Cleaner Harpic Red 1 liter	50		
pc	Liquid Cleaner: Toilet Cleaner Harpic Blue 1 liter	50		
pc	Liquid Cleaner: Toilet Cleaner Lizol Disinfectant 5 liters	40		
pc	Liquid Cleaner: Glass Cleaner	50		
pc	Liquid Cleaner: Wash N Wax for Car	30		
pc	Liquid Cleaner: Peldge Cleaner surface	30		
pc	Liquid Cleaner: Peldge Polish 250 ml	50		
pc	Liquid Cleaner: Acid Cleaner for toilet bowl	20		
pc	Liquid Cleaner: Floor Wax 400g	10		
pc	Liquid Cleaner: Choline for water tank 25 Tablet per pack	2		
pc	Liquid Cleaner: Metal Polish	10		
pc	Mop: Floor Mop with Handle	6		
pc	Pad Lock: Big 65m	10		
pc	Pad Lock: Big 55m	10		
pc	Rags: for Floor Mat Big Size	20		
pc	Rags: for Floor Mop	10		
pc	Rags: for dusting	40		
pc	Sanitizer: Hand sanitizer 500 ml	40		
pc	Scrub Pad: Dishwashing Foam (pack for 2)	15		
pc	Scrub Pad: Floor Toilet Pads (pack for 2)	15		
pc	Scrub Pad: Scrubbing Pad For Floor Polisher Machine (pack of 5)	1		
pc	Scrub Pad: Polishing Pad For Floor Machine (pack of 5)	1		
pc	Soap: Dishwashing Liquid (750ml)	20		
pc	Soap: Hand Soap Liquid (750ml)	20		
pc	Soap: Ariel Powder 2 grams	300		
pc	String: Nylon	6		

pc	Tape: Electrical tape	30		
pc	Tissue: Toilet Roll (Pack of 4)	30		
pc	Tissue: In Box (Pack of 3 200 ply)	20		
pack	Tissue: Paper Towel (Pack of 10) 150 pulls	10		
pack	Tissue: Table Tissue (50 pcs)	20		
pc	Wiper: Floor Wiper	5		
pc	Wiper: Glass Wiper	5		
pc	Fire Extinguisher (Refill) 1 kg (Powder)	3		
pc	Fire Extinguisher (Refill) 4kg Powder	7		
pc	Fire Extinguisher (Refill) 6 kg Powder	7		
pc	Fire Extinguisher (Refill) 9 kg Powder	1		
pc	Fire ExtinguisherCO2 (Refill) 4.5 kg	1		
pc	Mouse Pad	20		

### III. Semi-Expendable ICT Equipment

Unit	Description (Semi-Expendable ICT Equipment)	Qty.	Amount per Unit	Total
pc	Storage Drive: Drive 1 TB	6		
pc	Storage Drive: Flash drive 32 GB	10		
pc	Key Board	8		
pc	Mouse	8		
pc	Ups for Computer	10		
pc	Printer with Scanner (All in One)	4		
pc	Wifi Router	2		
pc	Wifi Hub/Switch (4 Ports)	4		
pc	Antivirus Software	22		
<b>Approved Budget for the Contract (ABC) is INR1,403,546.19</b>				

Terms and Conditions:

1. All entries must be type written/printed legibly.
2. Please fill out this form completely and submit it together with acceptance of technical specifications and eligibility requirements

\_\_\_\_\_  
Printed Name and Signature (Please put the company stamp)

\_\_\_\_\_  
Date

## ANNEX B

### Acceptance of Technical Specifications

The technical specifications on the procurement of Office Supplies, other Supplies/Materials, and Semi-expendable ICT Equipment are as follows:

#### I. Office Supplies

Unit	Description (Office Supplies)	Qty.	Amount per Unit	Total
pc	Book Pad: Record Book (240 pages)	20		
pc	Book Pad: Record Book (500 pages)	10		
pc	Book Pad: Note Book Spiral	20		
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box	Clip Binder Paper Black size 35 mm	30		
box	Clip Binder Paper Black size (3/5")	30		
box	Clip Binder Paper Black size 19 mm	30		
box	Clip Binder Paper Black size 25 mm	30		
pc	Correction Tape	10		
pc	Cutter	10		
pc	Dater: Mini Dater	10		
pc	Eraser: For Pencil	10		
pc	Eraser White Board	2		
pack	Envelope: Brown with Logo 8 x 10 (Pack of 100)	30		
pack	Envelope Brown with Logo 10 x 14 (Pack of 100)	10		
pack	Envelope: Brown with Logo 10 x 12 (Pack of 100)	10		
pack	Envelope White with Logo super bright 10 x 12 100gsm (pack of 100)	10		
pack	Envelope: White Envelope with logo super bright 10 x 114 ( pack of 100)	10		
pack	Envelope: Universal Envelope White mailing envelope w/ window (Pack of 500)	1		
pack	Envelope: Universal Envelope White mailing envelope (Pack of 500)	1		
pack	Envelope: White mailing envelope with Logo (Pack of 500)	2		
pack	Folder: Size A4 SIZE (Pack of 100)	10		
pack	Folder: Size Long FS (Pack of 100)	4		
pack	Folder: Clear Holder Plastic Holder or L type clear A4 size (12/pack)	10		
pack	Folder: Clear Holder Plastic Holder Long / L type clear (12/pack)	5		
pack	Folder: Plastic Leaf Long Size (50/pack)	10		

pc	Folder: File Box Black	150		
pc	Glue Stick:	30		
pc	Ink: 55 Laser Jet	4		
pc	Ink: Samsung 116S	6		
pc	Ink: Samsung 116L	4		
pc	Ink: Samsung MLT-D116L Toner	6		
pc	Ink: HP CC 388 Ac	10		
pc	Ink: HP 85A Toner	6		
pc	Ink: HP 78A Toner	4		
pc	Ink: HP 88A Toner	10		
pc	Ink:HP 12A Toner	10		
pc	Ink: Cartridge Combo 802 HP Black and Color	2		
pc	Ink: Cartridge Combo 680 HP Black and Color	2		
pc	Ink: Cartridge HP 703 Black and Colored	2		
pc	Ink: Canon 35 Black	2		
pc	Ink:Stamp Pad Ink	2		
pc	Marker: Permanent Color Black	20		
pc	Marker Permanent Color Blue	20		
pc	Marker Permanent Color Red	10		
pc	Marker White Board Color Black	20		
pc	Marker White Board Color Blue	20		
pc	Marker White Board Color Red	10		
pc	Marker High Lighter Yellow	30		
pc	Marker High Lighter Pink	10		
pc	Marker High Lighter Yellow Blue	10		
ream	Paper: JK Excel Bond A-4 85 gsm ( 21 x 29.7) For F.O. use	10		
ream	Paper: Copy Paper 75 gsm (for general use) A4 (Pack of 10 reams)	100		
ream	Paper: Copy Paper 75 gsm (for general use) F4 (Pack of 10 reams)	10		
pack	Paper: DFA Letter Head A-4 Size 90 gsm (Pack of 100)	100		
pack	Paper: DFA Letter Head Long Size 90 gsm (Pack of 100)	6		
ream	Paper: Colored Paper A-4 Size Pink	2		
ream	Paper: Colored Paper A-4 Size Yellow	2		
pack	Paper:Photo Paper (50 sheets)	2		
pad	Paper:Self Stick Note Pads 75mm x 75 mm 100 sheets	20		
pad	Paper:Self Stick Note Pads 75mm x 25 mm 100 sheets	20		

pad	Paper: Page markers Self Stick Note pads 15mm x 75 mm 200 sht	20		
pad	Paper: Self Stick Note Pads 40 x 50mm 100 sheets	20		
pad	Paper: Self Stick Note Pads 76 x 127mm	20		
pack	Paper: DFA Letter Head A-4 Size Blue print Logo 90 gsm (Pack of 100)	75		
pc	Pen: Uni Ball UM-153S Sign Pens Black 744771	150		
pc	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Black 762633	150		
pc	Pen:Refills for Uni-Ball 0.7mm Signo 207 Black 762633	50		
pc	Pen:Reynolds Ballpen Black	150		
pc	Pen:Reynolds Ballpen Blue	150		
pc	Pen:Reynolds Ballpen Red	50		
pc	Pen:Pilot V5 Blue	20		
pc	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Blue762633	100		
pc	Pen: Uni Ball UM-153S Sign Pens Blue744771	100		
pc	Pencil: Pencil	40		
pc	Puncher: Ordinary	6		
pc	Ruler: Plastic	5		
pc	Ruler: Steel	5		
pc	Scissor	15		
pc	Sharpener: Small	10		
pc	Stamp Pad:	6		
pc	Staplers: Ordinary stapler	8		
box	Staple: Wires size No.10-1m (Pack of 1,000)	30		
box	Staple :Wires Size No.24/6-1m (Pack of 1,000)	30		
box	Staple :Wires Size No. 23/17-H for heavy duty Stapler	30		
pc	Staple: Staple remover	6		
pc	Tape: Scotch Tape Clear 1 inch	50		
pc	Tape: Packaging Tape Brown	50		
pc	Tape: Packaging Tape Transparent	50		
pc	Tape: Masking Tape Size 1 inch	30		
pc	Tape: Double Adhesive Sizes 24mm x 3m	30		
pc	Tape Dispenser: Standard Size	6		
box	Pin: Push Pin	10		



## II. Other Supplies/Materials

Unit	Description (Other Supplies/Materials)	Qty.	Amount per Unit	Total
pc	Alcohol: 70 % percent 500ml	30		
pc	Alcohol: Ethyl Alcohol 5 Gallon	30		
pack	Air Freshner: Freshner for Toilet (pack of 10)	30		
pc	Air Freshner: Freshner for Room	30		
box	Air Freshner: Urinal & Sanitary Cubes 400 gms	30		
pack	Battery: AAA (Pack of 4)	20		
pack	Battery: AA (Pack of 4)	20		
pack	Battery: 9V (Pack of 2)	20		
pc	Broom: hand Made (Walis Tambo)	6		
pc	Broom: Coconut Midrib (walis ting-ting)	6		
pc	Brush: Toilet Brush with holder	6		
pc	Bucket	2		
pc	Cord Extension 3 meters 16 amperes	10		
pc	Cord Extension 5 meters	10		
pc	Disinfectant: Spray Dettol	50		
pc	Disinfectant: Spray for insect, cockroaches	50		
box	Disposable: Face Mask 3 Ply	10		
pack	Disposable: Plates Biodegradable	10		
pack	Disposable: Plastic Fork	10		
pack	Disposable: Plastic Spoon	10		
pack	Disposable: Plastic Tea Spoon	5		
pack	Disposable: Coffee Cup	10		
pack	Disposable: Plastic Cup for juice	10		
pack	Disposable: Plastic Zip Lock Size 9 x 12	4		
pack	Disposable: Plastic Zip Lock Size 12 x 16	4		
box	Disposable: Gloves	10		
pair	Disposable: Rubber Gloves (Reusable)	10		
pack	Garbage: Bags Biodegradable size Large 24 x 32 inches (pack of 50)	20		
pack	Garbage: Bags Biodegradable size Medium 19 x 21 inches (pack of 50)	30		
pc	Garbage: Plastic with Pedal	6		
roll	Garbage: Plastic Bag roll Medium size (30 pcs)	30		
pc	Light: Bulbs Light 14W Led B22	300		

pc	Light: Bulbs Light Slim Line Tube Light 20 W	50		
pc	Light: Fluorescent Lamp	100		
pc	Light: Bulb Light for Flood Light 200W, Outdoor LED IP66	20		
pc	Light: Disposable Round shape LED 12 watt	30		
pc	Light: Balance for Fluorescent	30		
pc	Liquid Cleaner: Furniture Cleaner	30		
pc	Liquid Cleaner: Toilet Cleaner Harpic Red 1 liter	50		
pc	Liquid Cleaner: Toilet Cleaner Harpic Blue 1 liter	50		
pc	Liquid Cleaner: Toilet Cleaner Lizol Disinfectant 5 liters	40		
pc	Liquid Cleaner: Glass Cleaner	50		
pc	Liquid Cleaner: Wash N Wax for Car	30		
pc	Liquid Cleaner: Peldge Cleaner surface	30		
pc	Liquid Cleaner: Peldge Polish 250 ml	50		
pc	Liquid Cleaner: Acid Cleaner for toilet bowl	20		
pc	Liquid Cleaner: Floor Wax 400g	10		
pc	Liquid Cleaner: Choline for water tank 25 Tablet per pack	2		
pc	Liquid Cleaner: Metal Polish	10		
pc	Mop: Floor Mop with Handle	6		
pc	Pad Lock: Big 65m	10		
pc	Pad Lock: Big 55m	10		
pc	Rags: for Floor Mat Big Size	20		
pc	Rags: for Floor Mop	10		
pc	Rags: for dusting	40		
pc	Sanitizer: Hand sanitizer 500 ml	40		
pc	Scrub Pad: Dishwashing Foam (pack for 2)	15		
pc	Scrub Pad: Floor Toilet Pads (pack for 2)	15		
pc	Scrub Pad: Scrubbing Pad For Floor Polisher Machine (pack of 5)	1		
pc	Scrub Pad: Polishing Pad For Floor Machine (pack of 5)	1		
pc	Soap: Dishwashing Liquid (750ml)	20		
pc	Soap: Hand Soap Liquid (750ml)	20		
pc	Soap: Ariel Powder 2 grams	300		
pc	String: Nylon	6		
pc	Tape: Electrical tape	30		
pc	Tissue: Toilet Roll (Pack of 4)	30		
pc	Tissue: In Box (Pack of 3 200 ply)	20		

pack	Tissue: Paper Towel (Pack of 10) 150 pulls	10		
pack	Tissue: Table Tissue (50 pcs)	20		
pc	Wiper: Floor Wiper	5		
pc	Wiper: Glass Wiper	5		
pc	Fire Extinguisher (Refill) 1 kg (Powder)	3		
pc	Fire Extinguisher (Refill) 4kg Powder)	7		
pc	Fire Extinguisher (Refill) 6 kg Powder)	7		
pc	Fire Extinguisher (Refill) 9 kg Powder)	1		
pc	Fire ExtinguisherCO2 (Refill) 4.5 kg	1		
pc	Mouse Pad	20		

### III. Semi-Expendable ICT Equipment

Unit	Description (Semi-Expendable ICT Equipment)	Qty.	Amount per Unit	Total
pc	Storage Drive: Drive 1 TB	6		
pc	Storage Drive: Flash drive 32 GB	10		
pc	Key Board	8		
pc	Mouse	8		
pc	Ups for Computer	10		
pc	Printer with Scanner (All in One)	4		
pc	Wifi Router	2		
pc	Wifi Hub/Switch (4 Ports)	4		
pc	Antivirus Software	22		
<b>Approved Budget for the Contract (ABC) is INR1,403,546.19</b>				

#### Amount of Quotation

Total amount of Quotations: \_\_\_\_\_

#### Conforme:

Signature/s: \_\_\_\_\_  
Name of Authorized Representative/s: \_\_\_\_\_  
Position : \_\_\_\_\_  
Date : \_\_\_\_\_

## Annex "C"

### EMBASSY OF THE REPUBLIC OF THE PHILIPPINES Bids and Awards Committee

#### CHECKLIST OF ELIGIBILITY DOCUMENTS FOR THE PROCUREMENTS OF SECURITY SERVICES THAT NEED TO BE SUBMITTED TOGETHER WITH ANNEX A AND B

a. Registration Certification of the Company.
b. List of relevant contracts that comply to the experience requirement.
c. <b>Valid and current mayor's permit</b> issued by the city/municipality where the principal place of business of the prospective bidder is located <i>or appropriate equivalent document(s) in India.</i>
d. <b>Current and valid TAX Clearance</b> (reviewed and approved by the BIR)
<i>For foreign bidders: Appropriate equivalent document(s)</i>
e. <b>OMNIBUS SWORN STATEMENT</b> (in the prescribed form, duly notarized in accordance with the Notarized Act). In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a <b>notarized Secretary's Certificate (Authority of the Signatory)</b> attesting to the fact that the signatory to the Omnibus Sworn Statement is the duly authorized representative of the bidder and is granted full power and authority to execute and perform any and all acts necessary and/or to represent the Contractor in the bidding. (copy attached format).
f. In case of Joint Venture, the JV Agreement, if existing, or a signed Statement from the partner companies that they will enter into a JV in case of award of contract;
g. A commitment from a Universal or Commercial Bank to extend a credit line in favor of the bidder if awarded the contract for the project.
h. Price Schedule or Breakdown of Bidder's Financial Bid
i. Statement of Compliance with all the Technical Specifications / Terms of Reference, as described as well as the Drawings, and Bill of Quantities.

# Omnibus Sworn Statement

## AFFIDAVIT

I, [Name of Affiant \_\_\_\_\_],  
of legal age, [Civil Status \_\_\_\_\_], [Nationality \_\_\_\_\_], and residing at [Address  
of Affiant \_\_\_\_\_], after  
having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of  
[Name of Bidder] \_\_\_\_\_  
with office address at [address of Bidder] \_\_\_\_\_;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly  
authorized and designated representative of [Name of Bidder] \_\_\_\_\_  
with office address at [address of Bidder] \_\_\_\_\_;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized  
representative \_\_\_\_\_ of \_\_\_\_\_ [Name of Bidder] \_\_\_\_\_, I have full power and  
authority to do, execute and perform any and all acts necessary to participate,  
submit the bid/quotation, and to sign and execute the ensuing contract for  
[Name of the Project] \_\_\_\_\_ of the [Name of  
the Procuring Entity] \_\_\_\_\_ as shown in  
the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full  
power and authority to do, execute and perform any and all acts necessary to  
participate, submit the bid/quotation, and to sign and execute the ensuing  
contract for [Name of the Project] \_\_\_\_\_  
of the [Name of the  
Procuring Entity] \_\_\_\_\_ as shown in the attached  
[state title of attached document showing proof of authorization (e.g., duly  
notarized Secretary's Certificate, Board/Partnership Resolution, or Special  
Power of Attorney, whichever is applicable);  
\_\_\_\_\_;

**3. [Name of Bidder] \_\_\_\_\_ is not  
"blacklisted" or barred from bidding by the Government of the Philippines or  
any of its agencies, offices, corporations, or Local Government Units, foreign  
government/foreign or international financing institution whose blacklisting  
rules have been recognized by the Government Procurement Policy Board;**

4. Each of the documents submitted in satisfaction of the bidding requirements/small value procurement is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name \_\_\_\_\_ of \_\_\_\_\_ Bidder] \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] \_\_\_\_\_ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] \_\_\_\_\_ complies with existing labor laws and standards; and

8. [Name of Bidder] \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents/technical specifications;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid/quote, if any; and

9. [Name of Bidder] \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_, 20\_\_  
at \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory