



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
फिलीपीन्स गणराज्य का दूतावास
NEW DELHI

REQUEST FOR QUOTATION

23 November 2021

To whom it may concern:

The Embassy of the Republic of the Philippines intends to procure office supplies and would like to request quotation from your company:

Unit	Description	Qty.	Unit Cost	Total Cost
Box	Clip Paper size 35 mm	5		
Box	Clip Paper size 15 mm (3/5")	6		
Box	Clip Paper size 19 mm	6		
Box	Clip Paper size 25 mm	6		
pcs	Correction Tape	12		
pcs	Dater: Mini Dater	6		
Pack of 20	Eraser: For Pencil	2		
pcs	Eraser White Board	1		
Pack of 100	Envelope: Brown 8 x 10 (Pack of 100)	6		
Pack of 100	Envelope: Brown 10 x 14 (Pack of 100)	6		
Pack of 100	Envelope: Brown 10 x 12 (Pack of 100)	6		
Pack of 100	Envelope White super bright 10 x 12 100gsm	6		
Pack of 50	Envelope: White Envelope super bright 10 x 114	12		
Box	Envelope: Universal Envelope White mailing envelope w/ window (Pack of 500)	1		
Box	Envelope: Universal Envelope White mailing envelope (Pack of 500)	1		

Unit	Description	Qty.	Unit Cost	Total Cost
Pack of 100	Folder: Size A4 SIZE MANILA FOLDER (Pack of 100)	2		
Pack of 100	Folder: Size Long FS (Pack of 100)	2		
Pack of 50	Folder: Clear Holder Plastic Holder or L type clear A4 size	2		
Pack of 50	Folder: Clear Holder Plastic Holder Long / L type clear	2		
Pack of 100	Folder: Plastic Leaf Long Size	5		
Pack of 30	Glue Stick:	1		
pcs	Ink: Samsung MLT-D116L Toner	2		
pcs	Ink: HP 85A Toner	1		
pcs	Ink: HP 78A Toner	3		
pcs	Ink: HP 88A Toner	3		
pcs	Ink:HP 12A Toner	3		
pcs	Ink: Cartridge Combo 802 HP Black and Color	1		
pcs	Ink: Cartridge Combo 680 HP Black and Color	1		
pcs	Ink:Stamp Pad Ink	2		
pcs	Marker: Permanent Color Black	15		
pcs	Marker Permanent Color Blue	15		
pcs	Marker Permanent Color Red	15		
pcs	Marker White Board Color Black	15		
pcs	Marker White Board Color Blue	15		
pcs	Marker White Board Color Red	15		
pcs	Marker High Lighter Yellow	10		
pcs	Marker High Lighter Yellow Pink	10		
pcs	Marker High Lighter Yellow Blue	10		
reams	Paper: JK Excel Bond A-4 85 gsm (21 x 29.7) For F.O. use	5		

Unit	Description	Qty.	Unit Cost	Total Cost
10 ream per Box	Paper: Copy Paper 75 gsm (for general use) A4 (Pack of 10 reams)	5		
pk100	Paper: DFA Letter Head A-4 Size 90 gsm (Pack of 100)	6		
pk100	Paper: DFA Letter Head Long Size 90 gsm (Pack of 100)	1		
pack of 100	Paper: Colored Paper A-4 Size Pink	2		
pack of 100	Paper: Colored Paper A-4 Size Yellow	2		
reams	Paper:Photo Paper (50 sheets)	1		
pcs	Paper:Self Stick Note Pads 756mm x 75 mm 100 sheets	6		
pcs	Paper: Page markers Self Stick Note pads 15mm x 75 mm 200 sht	12		
pcs	Paper: Self Stick Note Pads 40 x 50mm 100 sheets	12		
pcs	Paper: Steno Pads/Note Book Spiral	24		
pcs	Puncher: Big	2		
pcs	Pen: Uni Ball UM-153S Sign Pens Black 744771	24		
pcs	Pen: Uni Ball 0.7 mm UMN-207 Sign Pens Black 762633	30		
pcs	Pen:Refills for Uni-Ball 0.7mm Signo 207 Black 762633	24		
pack	Pen:Reynolds Ballpen Red (Pack of 5)	1		
pcs	Pencil	1		
pcs	Ruler: Plastic	3		
pcs	Ruler: Steel	3		
pcs	Stamp Pad:	3		
Box	Staplers: Heavy Duty	2		
Box	Staplers: Ordinary stapler	3		
Box	Staple: Wires size No.10-1m (Pack of 1,000)	20		
Box	Staple :Wires Size No.24/6-1m (Pack of 1,000)	20		
Box	Staple :Wires Size No. 24/6 - 1m (Pack of 1,000)	10		
pcs	Storage Drive: Flash Drive (32 GB)	3		
pcs	Storage Drive: External Drive 1 TB	1		
Pack of 6	Tape: Scotch Tape Clear 1 inch (Pack of 6)	8		
Pack of 6	Tape: Packaging Tape Brown (PACK OF 6)	6		
Pack of 2	Tape: Packaging Tape Transparent (Pack of 2)	6		

Unit	Description	Qty.	Unit Cost	Total Cost
Pcs	Tape: Masking Tape Size 1 inch	12		
Pcs	Tape: Double Adhesive Sizes 24mm x 3m	6		
Pcs	Tape Dispenser: Standard Size	2		
Approved Budget for the Contract (ABC) is INR 163,000.00				

The Embassy accepts open quotations to be submitted directly at email address NDPE.BAC@gmail.com Please note that the quotations should not exceed the Approved Budget for the Contract (ABC) and to be submitted along with company's business permit/registration not later than 5:00pm on 26 November 2021.

Very truly yours, ..


JOHN BOITTE C. SANTOS
 BAC Chairperson