



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
EMBAJADA DE LA REPUBLICA DE FILIPINAS  
MADRID

**REQUEST FOR QUOTATION**

The Philippine Embassy in Madrid, Spain requests quotations for the procurement of office supplies for calendar year 2022 for the Embassy's official use.

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

Please see the attached Term of Reference (TOR).

Interested companies may submit their quotations on or before 26 January 2022.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 823 830, e-mail addresses: madrid.pe@dfa.gov.ph and liz.riosa@dfa.gov.ph.



Madrid, 19 January 2022

**CARLYN A. MONASTRIAL**

Vice-Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE  
FOR THE FOR THE PROCUREMENT OF CY 2022 OFFICE SUPPLIES  
OF THE PHILIPPINE EMBASSY IN MADRID**

1. The list of supplies and specifications is hereto attached. (Marked as ANNEX A)
2. Interested bidder must be a reputable company with at least five (5) years experience as supplier/distributor of office supplies and stationery.
3. Bidder must have a business address and registration in Madrid, Spain.
4. Bidder must indicate the current price per unit in Euros of each item listed. Any change of price will be subject to approval of the Embassy.
5. Supplies which do not conform with the standard, as specified by the Embassy will be returned without additional charges.
6. Company must agree to the following terms:
  - Payment shall be made through bank transfer on monthly or quarterly basis after receipt of the bill.
  - Orders could be made on monthly/quarterly basis depending on the need of the Embassy.
  - The office supplies and quantity listed are *only indicative*. The Embassy shall only procure and pay the necessary supplies and quantity on per need basis.

JANUARY to DECEMBER 2022				Annex A
Item & Specification	Unit of Measure	Quantity Requirement	Price in Euro unit of measure without taxes (21%)	TOTAL
<b>OFFICE SUPPLIES</b>				
1	A4 bond paper	ream	150	
2	A4 bond paper Embassy Letterhead - Note Verbale 10000 pcs.	ream	5	
3	UNISYSTEM Folder Carpeta Gomas	piece	120	
4	Blue folder for archiving 45mm	piece	200	
5	Blue folder for archiving 70mm	piece	200	
6	Invitation cards 150x190mm	piece	1000	
7	Special envelopes 162x229mm	piece	1000	
8	Brown envelope A4	piece	500	
9	Brown envelope, folio size	piece	500	
10	Brown envelope, folio plus	piece	500	
11	Envelope with Bubbles	piece	500	
12	Pilot blue ballpen 0.5	box	10	
13	Pilot blue ballpen 0.7	box	10	
14	Pilot black ballpen 0.5	box	10	
15	Pilot black ballpen 0.7	box	10	
16	Ballpen Blue & Black	box	10	
17	Plastic envelope A4 216x303	pack	10	
18	A3 Bond Paper	ream	20	
19	Post-it 3M 76x76mm	pack	50	
20	Post-it 3M 76x127mm	pack	30	
21	Corrector tape PRITT	boxes	80	
22	PRITT paste 22gr	boxes	100	
23	EDDING Permanent Marker black	pack	10	
24	EDDING Permanent Marker blue	pack	10	
25	STABILO marker	pack	10	
26	APLI Label stickers	pack	8	
27	Number turn rolls	pack	12	
28	Leitz Notebook	piece	6	
29	Validating Tape	pack	80	
30	APLI Picture paper	pack	10	
31	3M Double Adhesive Tape	piece	6	
32	Packing Tape	piece	24	
33	Staple wire Petrus 202	boxes	6	
34	Masking Tape 48x45mm	piece	10	
35	Document cover 115x165mm	pack	20	
36	Paper fastener	pack	15	
37	Fold back clips 25mm	pack	10	
38	Fold back clips 32mm	pack	10	
39	Fold back clips 2.33mm	pack	10	
40	Electric staple wire refill	pack	15	
41	Rubber bands	box	40	
42	Special paper	reams	20	
43	Rope (per roll)	roll	10	
44	paper clips	boxes	80	
45	colored ribbon	roll	20	
46	pencil	box	6	
47	ink pad	piece	6	
48	Paper Roll (Brown)-50 meters	roll	2	
49	Envelope bubble, 270 x 360 mm (10/pack)	pack	5	
50	Envelope bubble, 350 x 470 mm (10/pack)	pack	5	
51	Stamp pad ink	piece	10	
52	Eyelets No. 5 - DFA	case	20	Orders from DFA-Manila
53	Sealing Wax - DFA	piece	50	
54	Folder Expanding A4 -DFA	box	3	
55	Envelope Expanding Legal -DFA	box	3	
<b>OTHER SUPPLIES AND MATERIALS EXPENSES</b>				
1	First-Aid Kit & Medicines	piece	2	
2	Personalized cards w/ seal for HOP -DFA	pack	1	
3	Personalized envelopes with address for Note Verbals	piece	1000	
4	BATTERY, size AA, alkaline, 2 pcs./packet	pack	20	
5	Battery, size AAA, alkaline 4 pcs./packet	pack	20	
6	Battery A23 Maxell	piece	20	
7	Signage	piece	2	
8	Remote Control	piece	3	

9	Scottex Tissue Paper	pack	10		
10	Garbage bag 80x1050mm (black)	pack	20		
11	Garbage bag 550x600mm (green)	pack	20		
12	Ambipur Airspray	piece	6		
13	Kitchen Tissue Jumbo	pack	10		
14	Don Limpio all purpose cleaner	piece	8		
15	Fairy P&G 1.5L (disswashing liquid)	piece	8		
16	Bleach	piece	8		
17	Handsoap 500ml	piece	8		
18	All purpose brush	piece	2		
19	Mop (with handle)	piece	2		
20	Floormats	piece	4		
21	Cleaning Cloth/Rugs	piece	6		
22	LIGHT BULBS	piece	20		
23	Extension Cord	piece	2		
24	Face Mask Surgical (Quirurgica), 50 pcs/box	piece	2000		
25	Face Mask FFP2	piece	1000		
26	Disposable Gloves (100/box)	box			
27	Wet wipes	piece			
28	Disinfectant gel	bottle			
24	Gues Book with out logo	piece	2		
25	Guest Book with LOGO -DFA	piece	2		
26	ASEAN Flag Standard Size, Nylon, 3 x 6 ft. (purchase from DFA)	piece	30	Orders from DFA-Manila	
27	UN Flag For Indoor, Satin,3 x 6 ft. (purchase from DFA)	piece	3		
28	Spanish Flag for Indoor - Satin with Tussle, 3 x 6 ft. (purchase from DFA)	book	3		
SEMI-EXPENDABLE EXPENSES - OFFICE EQUIPMENT					
1	Stapler Petrus Metal	piece	4		
2	Staple Wire Remover	piece	10		
3	Shiny Dater 918	piece	4		
4	Automatic Stamp	piece	6		
5	Namestamp (per need basis)	piece	6		
6	Embassy seal stamp (per need basis)	piece	7		
7	Embassy logo stamp (per need basis)	piece	10		
8	Manual Dater	piece	6		
9	Puncher	piece	4		
10	Scissors	piece	10		
11	Cutter	piece	6		
12	Shredder	piece	2		
13	Heater	piece	2		
14	Air Purifier	piece	5		
15	Contactless Thermometer	piece	2		
SEMI-EXPENDABLE EXPENSES - ICT EQUIPMENT					
1	TONER HP P1005 CB435A	piece	2		72.00
2	USB 16 GB (ICT Supplies)	piece	20		6.60
3	External Drive 1TB	piece	6		45.75
5	Ricoh Aficio SG3110DNw	piece	10		31,90 BLACK/30,80 COLOR
6	Ricoh Aficio SP C830DN	piece	0		
7	NAS Hard Disk	piece	1		
8	HP XL 62	piece	6		
7	Epson TM-U590/U590P	piece	12		3.28
SEMI-EXPENDABLE - FURNITURE AND FIXTURES					
1	Office Chair	piece	4		CONSULT MODEL
2	Folding Table	piece	5		CONSULT MODEL
3	Consular Chair	piece	18		CONSULT MODEL
4	Indoor Office Seal 21" - purchase from DFA	piece	10	Orders from DFA-Manila	
5	Office Seal for Rostrum 12" - purchase from DFA	pieces	2		
TOTAL WITHOUT (SIN) IVA					
GRAND TOTAL (+ 21% IVA)					