



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

FOREIGN SERVICE OF THE PHILIPPINES  
MADRID, SPAIN  
BAC-MadridPE

INVITATION TO BID

FOR THE PROCUREMENT OF OFFICE SUPPLIES

1. The Philippine Embassy in Madrid invites bids for the procurement of office supplies for the use of the Philippine Embassy in Madrid described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (US\$)
1	PROCUREMENT OF OFFICE SUPPLIES	To be determined

Please see list of supplies in the attached Terms of Reference (TOR)

2. Bidding will be conducted through open competitive bidding procedures as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

3. Interested bidders may obtain further information from the BAC-Madrid PE Secretariat and inspect the Bidding Documents at the address given below, during office hours from 9:00 a.m. to 5:00 p.m.

4. The DFA-BAC has scheduled the following activities for the said Project:

Deadline for Submission and Receipt of Bids	Bid Opening
10 February 2017 Friday; 12:00 noon	10 February 2017 Friday; 3:00 pm
Venue: Philippine Embassy, C/Eresma 2, 28002 Madrid, Spain	

5. Bids must therefore be delivered to the address below on or before 10 February 2017, 12:00 noon. Late bids shall not be accepted.

Bid opening shall be on 10 February 2017, 3:00 p.m. at the Philippine Embassy in Madrid.

Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Anyone who wishes to observe the proceeding shall be most welcome.

6. The Embassy reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

BAC-Madrid PE Secretariat  
Philippine Embassy  
C/ Eresma 2, 28002 Madrid  
Tel. No. 917 823 830  
Email address: [madrid.pe@dfa.gov.ph](mailto:madrid.pe@dfa.gov.ph)



**GERARDO P. ABIOG**  
Chairperson

**TERMS OF REFERENCE  
FOR THE FOR THE PROCUREMENT OF CY 2017 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.

A handwritten signature in black ink, consisting of a stylized, cursive letter 'J' or similar character, located in the lower right quadrant of the page.



JANUARY to DECEMBER 2017			
Item & Specification	Unit of Measure	Quantity Requirement	Price in Euro
COMMON COMPUTER SUPPLIES/CONSUMABLES			
1 TONER HP P1005 CB435A	piece	12	
2 USB 16GB	piece	16	
3 USB 8GB	piece	16	
4 External Drive 1TB	piece	8	
5 Ricoh Aficio SG3110DNw	piece	216	
6 Ricoh Aficio SP C830DN	piece	4	
7 Epson TM-U590/U590P	piece	12	
8 Zebra ZXP Series 3 True Colors Ribbons	piece	12	
COMMON OFFICE SUPPLIES			
1 A4 bond paper	ream	550	
2 A3 bond paper	ream	20	
3 Folio size bond paper 1500 pcs.	ream	20	
4 A4 bond paper <i>Embassy Letterhead</i> 10000 pcs	ream	10	
5 Folio bond paper <i>Embassy Letterhead</i> 10000 pcs	ream	6	
6 NEXEL folder black with bands	piece	120	
7 UNISYSTEM Folder Carpeta Gomas	piece	400	
8 Blue folder for archiving 45mm	piece	200	
9 Blue folder for archiving 70mm	piece	300	
10 Invitation cards 150x190mm	piece	2000	
11 Special envelopes 162x229mm	piece	2000	
12 Brown envelope A4	piece	400	
13 Brown envelope, folio size	piece	400	
14 Brown envelope, folio plus	piece	200	
15 Envelope with Bubbles	piece	400	
16 Pilot blue ballpen 0.5	box	20	
17 Pilot blue ballpen 0.7	box	20	
18 Pilot black ballpen 0.5	box	20	
19 Pilot black ballpen 0.7	box	20	
20 Ballpen Blue & Black	box	16	
21 Ballpen with base & chain	pack	10	
22 Ballpen refill	pack	20	
23 Plastic envelope A4 216x303	pack	20	
24 Dossier folio document holder	pack	20	
25 Colored paper	ream	20	
26 Post-it 3M 76x76mm	pack	40	
27 Post-it 3M 76x127mm	pack	40	
28 Corrector tape PRITT	boxes	10	
29 PRITT paste 22gr	boxes	20	
30 EDDING Permanent Marker black	pack	10	
31 EDDING Permanent Marker blue	pack	10	
32 STABILO marker	pack	10	
33 APLI Label stickers	pack	20	
34 Number turn rolls	pack	60	
35 Leitz Notebook	piece	20	
36 Validating Tape	pack	6	
37 APLI Picture paper	pack	20	
38 3M Double Adhesive Tape	piece	20	
39 Packing Tape	piece	48	
40 Staple wire Petrus 202	boxes	20	
41 Calculator Roll paper	pack	40	
42 Masking Tape 48x45mm	piece	20	

43	Document cover 115x165mm	pack	10	
43	Paper fastener	pack	30	
44	Fold back clips 25mm	pack	40	
45	Fold back clips 32mm	pack	40	
46	Fold back clips 2.33mm	pack	40	
47	Electric staple wire refill	pack	20	
48	Rubber bands	box	20	
49	Special paper	reams	20	
50	Puncher refill	box	10	
51	Rope (per roll)	roll	20	
52	Notebook (logbook) big	piece	4	
53	paper clips	boxes	400	
54	colored ribbon	roll	40	
55	pencil	box	10	
56	ink pad	piece	20	
57	red ribbon (for notariats)	roll	240	
58	eyelets	box	24	
59	gold seal	box	12,000	
60	Paper Roll (Brown)-50 meters	roll	4	
<b>NON-ACCOUNTABLE FORMS</b>				
1	Passport Application Forms	piece	6000	
2	Visa Application Forms	piece	6000	
<b>DRUGS AND MEDICINES</b>				
1	First-Aid Kit & Medicines	piece	20	
<b>COMMON OFFICE DEVICES</b>				
1	Stapler Petrus Metal	piece	4	
2	Staple Wire Remover	piece	20	
3	Shiny Dater 918	piece	10	
4	Automatic Stamp	piece	10	
5	Namestamp (per need basis)	piece	20	
6	Embassy seal stamp (per need basis)	piece	20	
7	Embassy logo stamp (per need basis)	piece	20	
8	Manual Dater	piece	10	
9	Puncher	piece	10	
10	Scissors	piece	20	
11	Cutter	piece	12	
<b>A. OTHER ITEMS NOT LISTED ABOVE BUT ARE ESSENTIAL FOR OFFICE OPERATIONS</b>				
1	Personalized cards w/ seal for HOP	pack	1	
2	Personalized envelopes with seal and address	piece	4000	
3	ID tags/cases	pack	10	
4	Personalized envelopes with address for Note Verbals	piece	4000	
5	Daily Time Record (DTR)	piece	2000	
6	BATTERY, size AA, alkaline, 2 pcs./packet	pack	50	
7	Battery, size AAA, alkaline 4 pcs./packet	pack	50	
8	Battery A23 Maxell	piece	50	
9	Laptop Bag	piece	2	
10	Coat-of-Arms made of Brass with wordings - 24x32x2 (Andorra, Cadiz, Palma de Mallorca, Sevilla, Galicia, Tenerife, Las Palma, Valencia, Cadiz, Barcelona, Bilbao, Malaga, Consular Section, Embassy & Official Residence)	unit	15	
11	Signage	piece	12	
13	Remote Control	piece	10	
<b>COMMON JANITORIAL SUPPLIES</b>				
1	Scottex Tissue Paper	pack	40	
2	Garbage bag 800x1050mm (black)	pack	60	
3	Garbage bag 550x600mm (green)	pack	80	

4	Ambipur Airspray	piece	10	
5	Kitchen Tissue 92/pack	pack	20	
6	Don Limpio all purpose cleaner	piece	20	
7	Fairy P&G 1.5L (diswashing liquid)	piece	20	
8	Bleach	piece	20	
9	Handsoap 500ml	piece	20	
10	All purpose brush	piece	8	
11	Mop (with handle)	piece	8	
12	Floormats	piece	10	
13	Cleaning Cloth/Rugs	piece	40	
<b>COMMON ELECTRICAL SUPPLIES</b>				
1	LIGHT BULBS	piece	100	
<b>SUPPLIES FOR OVS</b>				
1	Extension Cords	piece	5	
2	USB Extension Hubs	piece	5	
3	Archiving Forlde - Folio (Green)	piece	50	
4	Batteries 23AE	piece	10	
5	Mouse	piece	5	
6	Ballpen - Pilot 0.5 Black	piece	10	
7	A4 Bond Paper	ream	10	
8	USB External Drive 1 TB	piece	2	
9	Dater (Automatic)	piece	2	
10	Stapler	piece	2	
11	Scissors	piece	2	
12	Storage Box 450 x 695 x 241 mm	piece	10	
<b>TOTAL</b>				