



Embassy of the Republic of the Philippines
Ambassade de la République des Philippines
Paris

Date: 17 January 2025

REQUEST FOR QUOTATION OF PRICES

Sir:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this Office will be considered as the final offer. Product catalogues shall be accepted as final quotation. In the event that the price is acceptable, a properly accomplished and approved Purchase Order or Job Order will be served to the supplier/contractor.
2. The declared price shall be in *Delivered Duty Paid (DDP)* in the Philippine Embassy in Paris. **All taxes, levies and duties, freight and transport charges shall be borne by the supplier.** Any Foreign Exchange gain or loss shall also be shouldered by the supplier.
3. Delivery shall be made 15days after the date of the Purchase Order and will be subject to inspection of the Embassy or its duly authorized representative.
4. Payment will only be effected upon strict compliance with the prescribed government procurement law. All payments shall be made through cheque in Euros.
5. The validity period of the prices quoted must appear in the quotation.
6. Quotations must be sent to parispe.property@gmail.com on or before 22 January 2025* at 9:00 Paris Time.

UNIT	PARTICULARS	QUANTITY	AMOUNT	TOTAL
Ream	Copy paper, A4, 80g	100		
Pack	Photo paper, A4, 100s	2		
Piece	Arch file folder, 8cm	50		
Piece	Folder, presentation, blue	25		
Pack	Envelope, White Kraft 229x324 mm, 250s	1		
Pack	Label sticker, 70 x 35 mm, A4, 100 sheet (Avery 3422)	1		
Pack	Label sticker, 199.6 x 143.5 mm, A4 2/sheet, 25s (Avery L4611)	4		
Pack	Label sticker, white, 99.1 x 38.1 mm, 100 sheets (Avery L7163)	1		
Pack	Transparent perforated pockets, 100s A4	3		
Pack	Laminating plastic, A4, 100s (80 micron)	1		
Pack	Laminating plastic, A5, 100s (80 micron)	1		
Pack	Correction tape, 20s	1		
Pack	Post It 38mm x 51mm, 12s	24		
Pack	Post It 76mm x 127mm	12		
Pack	Post It 76mm x 76mm	24		
Piece	Index arrow, "SIGN HERE"	8		
Pack	Colour Narrow Bookmarks (Post-it), 11.9 mm x 43.2 mm	10		
Piece	Ball Pen, Black	12		
Piece	Ball Pen, Blue	12		
Piece	Ball Pen, Red	12		
Piece	Rollerball pen, black, 0.7m (uniball)	12		
Piece	Rollerball pen, blue, 0.7mm uniball)	12		
Piece	Rollerball pen, red, 0.7mm (uniball)	12		
Piece	Sign pen, felt tip, black, 2mm	6		
Piece	Ballpen, retractable, black gel ink 0.5mm	12		
Piece	Ballpen, retractable, blue gel ink 0.5mm	12		
Piece	Ballpen, retractable, red gel ink 0.5mm	12		
Piece	Marking pen, permanent, black	6		
Piece	Marking pen, permanent, blue	6		
Piece	Marking pen, permanent, red	6		
Piece	Highlighter, yellow	20		
Box	Paper clip, 32mm, 100s	20		
Box	Binder Clip 19mm	12		

4 Hameau de Boulainvilliers 75016 Paris France





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Box	Binder Clip 24mm	12		
Box	Binder Clip 41mm	12		
Box	Binder Clip 51mm	12		
Piece	Glue stick, 40g	24		
Pack	Tape, packaging, 50mm x 66m, 6s	2		
Roll	Tape, transparent 19mm x 33m (small)	15		
Roll	Tape, transparent, 19mm x 66m (8 rolls)	3		
Piece	Tape dispenser, small	2		
Roll	Tape, masking 50cm	5		
Bottle	Alcogel, disinfectant	12		
Pack	DVD-RW, 10s (per 2 pack)	1		
Piece	Puncher, 35 sheet capacity	3		
Piece	Stapler, standard 26/6	4		
Pair	Scissor	5		
Piece	Cutter	3		
Pack	Battery, size AA, 24s	1		
Pack	Battery, size AAA, 24s	1		
Piece	USB hub	1		
Pack	Hygiene mask, 50s	200		
Box	Facial tissue, 2 ply 100 sheets	20		
Pack	Disinfectant wipes	15		
Can	Air freshener, 500ml	8		
Bottle	Multisurface antibacterial disinfectant cleaner, spray	6		
Bottle	Anti-limescale cleaning spray	3		
Bottle	Toilet gel disinfectant	10		
Bottle	Window cleaner, spray	6		
Can	Multi-surface aerosol duster	4		
Pack	Gloves, disposable (100)	3		
Pack	Trash bag, 30L, 100s	3		
Pack	Trash bag, 50L, 100s	3		
Pack	Trash bag, 100L, 100s	3		
Pack	Vacuum cleaner bag, 5s	3		
Pack	Sponge, 10/pck	2		
Pack	Microfiber multipurpose cloth, 6/pck	3		
Pack	Mop head, 5/pck	5		
Set	Dust pan and broom	2		

MARVIN SAMONTE
Canvasser
Property Officer

