



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

Date: **14 DEC. 2020**

**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 15 days 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](mailto:parispe.property@gmail.com) on or before 14 December 2020 at 15:00 Paris Time.

UNIT	PARTICULARS	QUANTITY	AMOUNT	TOTAL
<b>OFFICE SUPPLIES</b>				
Ream	A4 Bond Paper	85		
Piece	Glue Stick	10		
Pack	Post It 38mm x 51mm	24		
Pack	Post It 76mm x 127mm	24		
Pack	Post It 76mm x 76mm	24		
Roll	Packing Tape	6		
Piece	Sign Pen Black	20		
Piece	Sign Pen Blue	20		
Piece	Sign Pen Red	20		
Box	Paper Clip 32mm	20		
Pack	Highlighter	10		
Piece	Ball Pen Blue	50		
Piece	A4 Black Binder	40		
Pack	A4 PVC corner	2		
Piece	Paper Tray	12		
Roll	Adhesive Tape 50mm x 66mm	20		
Piece	Sign Here Tabs	10		
Piece	Cutter	4		
Pack	Paper Cutter Blae	1		
Pack	White Filler Paper	1		
Pack	Bottle Bag	3		
<b>NOTHING FOLLOWS</b>				

**APPROVED BUDGET FOR THE CONTRACT (1,650.00 EUROS)**

  
 MARK MICHAEL VINCENT L. MARBELLA  
 Canvasser  
 Property Officer

  
 HANS MOHAIMIN L. SIRIBAN  
 Chair  
 Bids and Awards Committee

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