



REPUBLIC DES PHILIPPINES
AMBASSADE DES PHILIPPINES
RABAT, ROYAUME DU MAROC

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Philippine Embassy in Rabat, Kingdom of Morocco, through its Bids and Awards Committee, hereby invites all interested suppliers to submit their lowest price quotation on the listed items (*Annex A*) for its **Procurement of Various Office Supplies for the Philippine Embassy in Rabat** which will be undertaken in accordance with the Philippine Government Procurement Reform Act and GPPB Resolution No. 28-2017 (procurement of goods overseas).

Name of Project:	Procurement of Various Office Supplies for the Philippine Embassy in Rabat
Approved Budget for the Contract:	14,000.00 MAD
Delivery address:	Rue Bani Ritoune N. 23, Souissi, Rabat, Morocco
Specifications:	Kindly refer to Annex A

Award of contract shall be made to the bidder with **the lowest and most responsive quotation**, which complies with the minimum description as stated in the project's technical specifications, terms and conditions.

Price quotations submitted to the Embassy will be considered final offer and in the event that the proposal is acceptable, a properly accomplished and approved PURCHASE ORDER will be awarded to the selected bidder.

The Embassy of the Republic of the Philippines reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Interested suppliers/companies are requested to submit their signed quotations and acceptance of the specifications for the above project **on or before 20 December 2022 at 4:00 pm**. The Embassy accepts open quotations submitted by email at **rabat.pe@dfa.gov.ph** or manually at **Rue Bani Ritoune N. 23, Souissi, Rabat**.

For inquiries, you may contact tel. nos. +212 537-543980 / +212 664692300 (WhatsApp).


SHIRLEY E. BANQUICIO
BAC Chairperson

16 December 2022, Rabat, Morocco

TECHNICAL SPECIFICATIONS

The Philippine Embassy in Rabat, Kingdom of Morocco, intends to procure the following various office supplies for the official use of its officers and personnel.

I. LIST OF OFFICE ITEMS WITH SPECIFICATIONS:

ITEM/ DESCRIPTION		Quantity	Unit
pencil with eraser (CRAYONS A PAPIER NOIR DELI HB 12PCS 38030) HB=2 (12 pcs./box)		1	box
pencil eraser (gomme) white		3	piece
Staple remover (dégrafeur) (black)		10	piece
Paper puncher (perforateur papier) Two-hole, 30-60 pages capacity, for 8cm paper fasteners		2	piece
sticky notes (mini notes autocollantes 3x5 pouces, 100 feuilles) 3in x 5 in, 100 sheets (yellow/green/orange colors only)		8	pad
sticky notes (mini notes autocollantes 3x3 pouces, 100 feuilles) 3in x 3 in, 100 sheets (yellow/green/orange colors only)		5	piece
sticky notes (mini notes autocollantes 2x2 pouces, 100 feuilles) 2in x 2 in, 100 x 4 color sheets (pack of 4)		3	pack
Index tabs (SIGN HERE) (Onglets d'index SIGNEZ ICI) 20x5 sheets, 43mm x 12mm, 24 pcs. poly bag per box		5	Box
Meeting/writing notebook A5 (Cahier Spirale, ligné ou pointillé, A5, 14.8x21cm) ruled or dotted, left-binding/spring		10	piece
Expanding Folder (Chemise a' soufflet), for A4 (210 x 297 mm), Blue/Black		200	piece

Cardboard shirts/folder (Chemises cartonnées) 180gr, A4, light/pastel color		100	piece
PVC/plastic L-Type folder (Chemise de type L en PVC/plastique) A4, clear white		100	piece
PVC folder with fastener (chemise a lamelles, Noir/Bleu) A4 (Chemises fastener), BLUE/BLACK, for 100 pages		50	piece
Filing folder black (classeur a levier simi noir 8cm) 32x28cm, 5-8cm, 25 pcs. box		5	box
Perforated pockets (Pochettes perforées) A4, 80 micron pack of 100's		2	pack
Eyelet (gold), Oeillets a griffes Or 4.8mm (4.6mm shaft), 250 pcs. Pack		6	pack
Eyelet punch (Poinçon à oeillet)		2	piece
Push pins (punaises pour tableau liege) 23mm, 35pcs./box, sharp point		5	box
White Envelope (Pochette blanche auto adhesive blanche) 229 x 324 mm, auto adhésives, 100gsm, 250 pcs. box		2	box
White envelope (Enveloppe pochette blanche 110x220mm auto adhesive) 110 x 220 mm (DL), auto adhésives, 100gsm		50	piece
White envelope (enveloppe blanche 114x162mm) auto adhesives 114 x 162 mm (C6), auto adhésives, 90gsm		25	piece
A4 bond paper (Ramette A4) White, 80gsm, 500 sheets per ream		40	ream

Binder clips 19 mm (12 dozen box) Pince double clip 19mm Boite de 12		1 (144)	Box (pieces)
Battery "AA" (4 pcs. pack) Batterie AA 4pcs par paquet		6	pack
Battery "AAA" (4 pcs. pack) Batterie AAA 4pcs par paquet		6	pack
Correction tape (12 pcs. box) Correcteur souris (boîte de 12 pièces)		2	box
Clear packing tape 48mm x 90m Scotch emballage 48mm x 90m		6	piece
clear packing tape 19mm x 33m Scotch emballage 19mm x 33m		12	piece
masking tape 1" Ruban de masquage		2	piece
Signature Pen (Stylo 0,7mm bleu) boite de 12 0.7mm, Blue, 12 pcs. box		1	box
Sticker paper, A4, white matte (for laser/inkjet), 100 sheets per box Papier autocollant, A4, blanc mat (pour laser/jet d'encre), 100 feuilles par boîte		1	box
Photo paper, A4, 20 sheets per box Papier photo, A4, 20 feuilles par boîte		3	box
Epson 103 BK ink (Black) Encre Epson 103 BK (Noir) For Epson L3150 printer		10	piece

12" Clear Transparent Acrylic Desk Name Plate Holder (Porte-plaque de nom de bureau en acrylique 12")	Acrylic L: 12" W: 4" H:4" Thickness: 1.5mm 	15	piece
Brown wrapping paper for gifts (Papier d'emballage marron pour cadeaux)		1	roll
xxx nothing follows xxx			

* The above-quoted prices are inclusive of all costs and applicable taxes.

II. Budget

The proposed budget for the procurement of the above supplies is 14,000.00 MAD

The payment terms is as follows:

1. Full payment upon complete delivery;
2. Payment shall be in Moroccan Dirhams to be issued via cheque.

III. Funding Source

The proposed budget shall be charged against the Embassy's available budget for office supplies.

Very truly yours,

 Name & Signature of Supplier
 or authorized representative

 Name of Company

 Contact number

PROJECT SPECIFICATIONS

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE PHILIPPINE EMBASSY IN RABAT

I.	Background The Embassy of the Republic of the Philippines in Rabat, Morocco intends to procure various office supplies for its daily operations and official use.	
II.	Objective To ensure that necessary office supplies are readily available for the personnel of the Embassy to be used in their day-to-day official functions.	
III.	Specifications	Bidders Statement of Compliance
1.	The Supplier shall provide accurate and quality items specified in the request for quotation and technical specifications of the office supplies.	
2.	The Supplier must be able to complete the delivery of the items within 15 days from the date of receipt of the Embassy's signed Purchase Order and will be subject to inspection of the Embassy or its representative. Delivery address: Ambassade des Philippines á Rabat Rue Bani Ritoune N. 23, Souissi, 10170 Rabat, Morocco	
3.	The Supplier agrees to replace items delivered but found to be defective upon inspection of the Embassy. The latter shall inform the supplier immediately after inspection or within 7 days from receipt of the items.	
4.	Transport charges shall be borne by the Supplier.	
IV.	Payment	
1.	Payment shall be made by the Embassy on the agreed schedule/date with the Supplier, after the complete delivery and inspection of the items.	
2.	The quoted amount is inclusive of Value Added Tax (VAT) and other lawful charges.	

CONFORME:

Name & Signature of Supplier
or authorized representative