



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, will undertake immediate **Procurement of Various Office Supplies for the Philippine Embassy in Rabat**, through Shopping and Small Value Procurement in accordance with Sections 52.1 and 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

Name of Project:	<b>Procurement of Various Office Supplies for the Philippine Embassy in Rabat</b>
Approved Budget for the Contract:	MAD 8,200.00
Location:	Rue Bani Ritoune N. 23, Souissi, Rabat, Morocco
Specifications:	Kindly refer to Annex A

Terms and Conditions:

1. Price quotations submitted to the Embassy will be considered final offer. 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. Price quotations in Moroccan Dirhams (MAD) shall include all taxes, duties, and/or other lawful charges and must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
3. Award of Contract shall be made to the lowest quotation submitted which complies with the project specifications and terms and conditions.
4. Payment will be subject to existing budgeting, accounting, auditing and Philippine Government procurement laws and regulations and shall be made through cheque in Moroccan Dirhams.
5. The Philippine Embassy reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

The Philippine Embassy assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

Interested suppliers/companies are requested to submit their signed quotations and acceptance of the specifications for the above project to the Philippine Embassy at Rue Bani Ritoune N. 23, Souissi, Rabat or through email [rabat.pe@dfa.gov.ph](mailto:rabat.pe@dfa.gov.ph) on or before 17 December 2021 at 3:00 pm.

For inquiries, you may contact tel. nos. +212 537-543985 / +212 767-259333 (WhatsApp).

  
**MARIA AGNES M. CERVANTES**  
BAC, Chairperson

09 December 2021, Rabat, Morocco

## PRICE QUOTATION FORM

Date \_\_\_\_\_

**The Philippine Embassy, Rabat**

Rue Bani Ritoune N. 23, Souissi,

10170 Rabat, Morocco

Tel No. +212 537-543980 / +212 537-543985

Email: rabat.pe@dfa.gov.ph

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation and Project Specifications, hereunder is our quotation/s for the item/s as follows:

Unit	ITEM/ DESCRIPTION	Quantity	Unit Cost (in Dirhams incl. tax)	Total Cost
piece	pencil with eraser	12		
piece	pencil sharpener (manual)	2		
piece	pencil (white/blue) eraser	3		
piece	sticky notes (3in x 3 in), 100 sheets (yellow/green/orange)	10		
piece	sticky notes (2in x 2 in), 100 x 4 sheets	6		
piece	writing notebook (plain or dotted), left- binded/spring, 80 sheets	3		
pieces	Cardboard shirts/folder (Chemises cartonnées), 80gr, A4, light color	100		
piece	PVC/plastic L-Type folder, A4, clear white	50		
piece	Plastic folder with fastener, A4 (Chemises fastener), BLUE/BLACK	25		
pack	Perforated pockets, A4, 80 micron (Pochettes perforées) pack of 100's	3		
piece	Highlighter Pen (yellow)	10		
pack	Eyelet (gold), 4.8mm (4.6mm shaft), 250 pcs. Pack	2		
box	Push pins (100pcs. / box)	3		
piece	White Envelope 229 x 324 mm (C4)	750		
piece	White envelope 110 x 220 mm (DL)	100		
ream	A4 bond paper, 80g	80		
pack	Binder clips 50 mm (12 pcs./pack)	1		
pack	Binder clips 41 mm (12 pcs./pack)	2		
pack	Binder clips 32 mm (12 pcs./pack)	2		
pack	Binder clips 25 mm (12 pcs./pack)	2		
pack	Binder clips 19 mm (12 pcs./pack)	8		
piece	battery "AA"	16		
piece	battery "AAA"	16		
piece	correction tape	10		
piece	clear packing tape 48mm x 90m	18		
piece	clear packing tape 19mm x 33m	12		
piece	masking tape 1"	2		
piece	Signature Pen, 0.7mm, Black	12		
piece	Signature Pen, 0.5mm, Black	12		
box	staple wire (agrafe) 24/6 (10 x 1000's box)	3		
piece	permanent marker, black	5		
piece	permanent marker, blue	5		
piece	white board marker, black	2		
piece	white board marker, blue	2		



piece	cutter knife (small)	2		
pack	cutter blade refill	1		
piece	glue gun (small)	1		
pack	glue stick refill (pack of 10)	1		
pack	rubber band, 130-150mm / 13-15cm - flat length	1		
piece	record book (registre 3 mains), 21 x 29.7 cm, 280-300 pages, 60 grs	6		
sheets	sticker paper, A4, white matte	100		
piece	Canon pixma 490 BK ink (black)	3		
piece	Epson 103 BK ink (Black)	6		
	<b>xxx nothing follows xxx</b>			
			<b>TOTAL</b>	

Amount in words:

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

Approved Budget for the Contract: MAD 8,200.00

Very truly yours,

\_\_\_\_\_  
Name & Signature of Supplier  
or authorized representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact number