



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSULADO GENERAL DE LA REPÚBLICA DE FILIPINAS
Barcelona



RFQ BCN-17-2024

REQUEST FOR QUOTATION

30 September 2024

Sir/Madame:

The Philippine Consulate General in Barcelona would like to request for quotation for the procurement of:

Procurement of Office Supplies

Specifications: See Annex A.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required;
2. Price quotation shall include all taxes, duties and/or levies payable;
3. The Approved Budget for the Contract is **1,471.00 €**;
4. Payment shall be made through bank transfer after receipt of the bill.
5. Please submit quotation on or before **03 October 2024, Thursday** via email at barcelona.pcg@dfa.gov.ph;
6. For further information please call 931.038.247



Sincerely yours,


RAISA A. MABAYO

Bids and Awards Committee
Chairperson



ANNEX A

PROCUREMENT OF OFFICE SUPPLIES

1. The list of supplies and specifications is hereto attached.

ITEM	SPECIFICATION/ DESCRIPTION	UNIT	QUANTITY	
OFFICE SUPPLIES				
1.	A4, PAPER	<i>75 gsm A4 (5 reams per box)</i>	box	15
		<i>80 gsm A4 (5 reams per box)</i>	box	15
2.	A3, PAPER	<i>A3; pack of 500 sheets</i>	ream	3
3.	NOTE PAD, STICK-ON (STICKY NOTE)	<i>76x76; 12 blocks per pack; 90 sheets per block</i>	pack	2
		<i>75x 127 / 76 x 127 ; 12 blocks per pack; 90 sheets per block</i>	pack	2
		<i>38x51: 12 blocks per pack; 100 sheets per block</i>	pack	2
4.	ERASER	<i>rubber</i>	piece	12
5.	TAPE	<i>scotch tape; 19mm x 33m; pack of 8</i>	pack	5
		<i>double sided tape; 50m x 25mm / 50mx30mm</i>	roll	5
6.	PENCIL	<i>graphite with eraser; HB; pack of 12</i>	pack	2
7.	PEN	<i>ball point , blue 1.0mm; 100 pcs per box</i>	box	1
8.	SIGN PEN	<i>0.7mm; box of 12</i>		
		<i>blue</i>	piece	24
		<i>black</i>	piece	24
		<i>green</i>	piece	24
9.	STAPLER	<i>up to 25 sheets; appropriate staple wire sizes: 22/6, 24/6 and 26/6</i>	piece	5
10.	STAPLE WIRE REMOVER	<i>21 x 55 x 68 mm; made of metal</i>	piece	5
11.	STAPLE WIRE	<i>size: 22/6, box of 1000</i>	box	15



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSULADO GENERAL DE LA REPÚBLICA DE FILIPINAS
Barcelona



		26/6 box of 1000	box	15
12.	PAPER FASTENER	metallic, 80 x 51 mm, round, box of 50	box	2
13.	ENVELOPE	Brown, A4, with adhesive strip; 229x234mm; box of 250	box	2
14.	SIGN HERE LABEL / INDEX TAB	rectangular; sticky; assorted colors	piece	10
15.	A4 FILING FOLDER	A4, black	piece	50
		folder box	piece	50
16.	A4 EXPOSITOR	A4 vertical, 210 x 305 x 95	piece	5
17.	PAPER CLIP	25 mm; box of 100 pieces / 26mm	box	5
		32mm ; box of 100 pieces	box	5
		42mm ; box of 100 pieces	box	5
		50mm ; box of 100 pieces	box	5
19.	BULL CLIP	19 mm ; box of 12	box	10
		25mm ; box of 12	box	10
		32mm ; box of 12	box	10
		41mm ; box of 12	box	10
		51 mm ; box of 12	box	10
20.	CLEARBOOK SLEEVES	100 sleeves per pack; 80pp	pack	10