



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
MOSCOW, RUSSIAN FEDERATION

20 March 2018

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

The Philippine Embassy in Moscow, Russian Federation intends to purchase Office Supplies as the items listed below and invites all interested vendors to provide quotations for the following:

Particulars	Quantity	Unit Price	Total Price (Vat Inclusive)
1. A4 Size Bond Paper	168 reams		
2. A4 size, Paper Color, light	12 reams		
3. Addressing Label Stickers (100 pads/pack)	24 pack		
4. Ballpoint pen, black, (12pcs/box)	24 boxes		
5. Ballpoint pen, blue, (12pcs/box)	24 boxes		
6. Ballpoint pen, red, (12pcs/box)	12 boxes		
7. Binder Clips, 19mm, (12pcs/box)	24 boxes		
8. Binder Clips, 25mm, (12pcs/box)	24 boxes		
9. Binder Clips, 32mm, (12pcs/box)	24 boxes		
10. Binder Clips, 51mm, (12pcs/box)	24 boxes		
11. Blade, Heavy Duty Cutter	24 pcs		
12. Box File, 70mm or 80mm	100 pcs		
13. Clearbook, A4 size, 100 sheets	12 pcs		
14. Clearbook, legal size, for 210mm x 297mm, documents, refillable, plastic, with twenty(20)	24 packs		

15. Correction Fluid, Water base, 15ml	24 pcs		
16. Correction pen	24 pcs		
17. Cutter, heavy duty	24 pcs		
18. Dater, Manual	3 pcs		
19. Drawing Paper, A4 size, 24 pads/pack	24 pads		
20. Envelope, Documentary (229x324mm), 500 pcs/box	4 Boxes		
21. Envelope, Mailing, white, 4-1/8" x 9-1/2", 1000pcs/box	1 box		
22. File insert transparent, A4 size, 100pcs/pack	100 packs		
23. Glue stick, 36 grams	84 rolls		
24. Laminating pouches for IDs, 65x95mm, 100pcs/packs	24 packs		
25. Marker, Fluorescent, Assorted colors, 4pcs/pack, STABILO	24 packs		
26. Marking pen, for whiteboard, black	24 pcs		
27. Marking pen, for whiteboard, blue	24 pcs		
28. Marking pen, for whiteboard, red	24 pcs		
29. Marking pen, permanent, black	24 pcs		
30. Marking pen, permanent, blue	24 pcs		
31. Marking pen, permanent, red	24 pcs		
32. Paper clips, Jumbo, vinyl coated, 100 pcs/box	50 boxes		
33. Paper clips, Small, vinyl coated, 100 pcs/box	50 boxes		
34. Paper Fastener for paper, metal, 50 pcs/box	24 boxes		
35. Pencil, Lead with eraser	50 pcs		
36. Puncher, heavy duty, 2-hole	4 pcs		
37. Push pins, asst. colors, 100 pcs/box	4 boxes		
38. Record book, 300 pages	6 pcs		
39. Record book, 500 pages	6 pcs		
40. Roller for fax, 12mmx216mm	24 rolls		
41. Rubber bands	24 packs		
42. Ruller, 400 cm	12 pcs		
43. Scissors, 6" inches	12 pcs		
44. Sharpener	3 pcs		
45. Sign Pen, black	50 pcs		
46. Sign Pen, blue	50 pcs		

47. Sign pen, red	50 pcs		
48. Spiral notebook, A4 size	24 pcs		
49. Stamp pad ink, violet, 50ml	4 pcs		
50. Stamp pad, felt pad, min 60mm x 100mm	4 pcs		
51. Stamping dater, self-inking stamp	4 pcs		
52. Staple wire, heavy duty, 14mm	12 boxes		
53. Staple wire, heavy duty, 24/6mm	50 boxes		
54. Staple remover	24 pcs		
55. Stapler binder type, heavy duty for high volume stapling, 250 sheets	4 pcs		
56. Stapler, heavy duty, standard	12 pcs		
57. Steno notebook	24 pcs		
58. Tape dispenser, handheld, for 48mm with width packaging tape	12 pcs		
59. Masking Tape, 48mm, 50 meters high	50 rolls		
60. Packing Tape, 48mm, 50 meters high	50 rolls		
61. Transparent tape, 24mm, 50 meters high	50 rolls		
62. Waste basket	12 pcs		
63. Post-it-note, 76mm x 76mm	50 pads		
64. Post-it-note, 56mm x 56mm	50 pads		
65. Post-it-note, 76mm x 51mm	50 pads		
66. Post-it-note, 76mm x 127mm	50 pads		
67. DVD rewritable, 4x speed, 4.7 GB capacity, 10 pcs/pack	5 packs		
68. Flash Drive, 8GB, USB 2.0, plug and play	6 pcs.		
69. Flash Drive, 16GB, USB 2.0, plug and play	6 pcs.		
70. Flash Drive, 32GB, USB 2.0, plug and play	6 pcs.		
71. External Hard drive, 1 TB	4 pcs.		

Quotations submitted should include all costs and applicable taxes. Kindly note charges for delivery and assembly as well.

Quotations must also bear the following information:

COMPANY NAME/SUPPLIER: _____

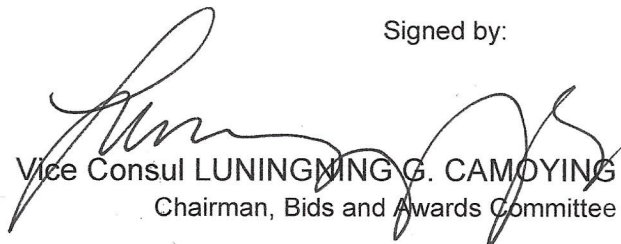
CONTACT PERSON: _____

ADDRESS AND TELEPHONE NO. _____

For inquiries, please contact:

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Signed by:



Vice Consul LUNINGMING G. CAMOYING
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