



PHILIPPINE CONSULATE GENERAL IN ISTANBUL
Filipinler Istanbul Başkonsolosluğu

REQUEST FOR QUOTATIONS

The Consulate General of the Republic of the Philippines intends to procure the attached list of office supplies for the official use of the Consulate General and would like to request price quotations for said goods.

Total Approved Budget for the Contract (ABC) for the office supplies is 28,980.5 Turkish Liras.

The Consulate General accepts open quotations submitted through email at istanbul.pcg@dfa.gov.ph. The quotations should not exceed the Total ABC . The quotation should be submitted to the Procurement Committee not later than 12:00 noon of 21 December 2020.

Sincerely yours,


LORENA JOY P. BANAGODOS
Procurement Committee Chairperson

18 December 2020, Istanbul

LIST OF OFFICE SUPPLIES TO BE PROCURED BY THE PHILIPPINE CONSULATE GENERAL IN ISTANBUL

No.	Item	Price
1	Framing of the PHL map, PRRD, VP and SFA photos, Dr. Jose Rizal 20x28 inches	
2	HEAVY DUTY STAPLER FOR 60PGS	
3	PAPER CUTTER FOR A4	
4	Laminating machine A4	
5	simple office tools like pliers, screw drivers, hammer, etc.	
6	CALCULATOR	
7	BLACK Table Organizer for pens 12 +5 in Consular /Reception area	
8	WHITEBOARD MARKER	
9	WHITEBOARD ERASER	
10	SCOTCH TRANSPARENT TAPE	
11	MASKING TAPE	
12	ENVELOPE 105X240MM with address	
13	ENVELOPE 240X320MM.24cm x 32 cm with address	
14	ENVELOPE 170X250MM	
17	EXPANDABLE FOLDER 13 segmented	
18	long Brown thick envelope with black string for files	
19	black hard case file folder with metal fasteners	
20	Plastic pockets for files (Delikli Poset Dosya) 100pcs per pack	
21	Plastic Folders with plastic fasteners	
22	A4 PAPER 500pcs	
23	legal paper 500 pcs	
24	Note Verbale Paper with embossed print of the Philippine Consulate General in Istanbul 1000 pcs	
25	A4 paper with letter of the Philippine Consulate General in Istanbul with Turkish translation and seal 1000 pcs	
26	Notebook	
27	Philipine Consulate General in Istanbul Notepad	
28	POST-IT SQUARE	
29	POST-IT SMALL 12 IN A PCK 50x50mm or 5 cms	
30	Post-it 76x76mm colored // 6pcs	
31	Post-it 76x127mm colored // each one	
32	Post-it index finger 5 colors	
33	Ball pen // 60pcs	
34	Ball pens (box) red 50pcs	
35	Ball pens (box) blue 50pcs	
36	Ball pens (box) black 50pcs	
37	sign pens (box) red 12pcs	
38	sign pens (box) blue	
39	sign pens (box) black	
40	PENCIL	
41	Pencil sharpener	
42	Pen holder for consular area	
43	PENTEL PEN	
44	HIGHLIGHTER	
45	WHITEOUT LIQUID	
46	Whiteout tape	

48	metal paper clips Large size	
49	wet Ink for stamps, seals, etc.	
50	red ribbon for crew list visas	
51	Magazine files	
52	Desk pad	
53	Clip holder 41mm // 12pcs	
54	Table trays	
55	STAPLER	
56	STAPLE WIRE, 1000 pcs	
57	Staple wire remover	
58	SCISSORS	
60	CUTTER	
61	HIGHLIGHTER	
62	WHITEOUT LIQUID	
63	Whiteout tape	
64	BLACK Table Organizer for pens, CLIPS, NOTES	
65	Paste	
66	12 yoyo for IDs	
67	12 IDS of the Philippine Consulate General (design to be developed)	
68	Canon Pixma G4441 ink set (all colors) and printer head -4 CANON PIXMA units, 100 x 4 colors x 4 printer units x 2	
69	Epson L3151 ink set (all colors) and printer head - 6 EPSON units, 65 x 4 colors x 6 printer units x 2	
End		