



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul

**REQUEST FOR QUOTATION**

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of one (1) year contract for supply and delivery of office supplies and materials for official use of the Embassy, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas" as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The technical specifications of the required office supplies are listed on **Annex A**.

The last day for submission of quotations is on Friday, 19 July 2024 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 788-2100/2101 ext. 142.

The Embassy of the Philippines  
Seoul, Republic of Korea  
15 July 2024

## ANNEX A

### TECHNICAL SPECIFICATIONS

#### List of Office Supplies & Other Requirements

Item	Estimated number of requirements
<i>Paper Products</i>	
A4 Plain White Paper, 80 gsm	150 boxes (5 reams/box)
Legal Size Plain White Paper	15 boxes (5 reams/box)
Legal Size Plain Yellow Paper	5 boxes
Legal Size Plain Pink Paper	5 boxes
A4 Embassy Letter Head	10 boxes
A4 Note Verbale Paper	2000 sheets
A4 White Letter Envelope with Letter Head	3000 pieces
Certificate Paper	100 packs
A4 Folder	50 packs (10/pack)
Legal Size Folder	50 packs (10/pack)
Provisional Receipt	500 pads
A4 Brown Envelope	500 pieces
Legal Size Brown Envelope	500 pieces
Letter Envelope	250 pieces
Manila/Brown Wrapping Paper	100 sheets
Executive Notebook	10 pieces
Sticker Label 99.1 x 38.1 mm	10 boxes
Sticker Label 99.1 x 140mm	10 boxes
Sticker Label 99.1 x 67.7mm	10 boxes
Sticker Label 210 x 297mm	10 boxes
Sticker Label 11 x 30mm	10 boxes
Post-It (Large)	10 boxes
Post-It (Medium)	10 boxes
Post-It (Small)	10 packs
Briefing paper separators	100 pieces
Logbook	10 pieces
Bubble envelope (145x240)	50 pieces
A4 Pad Paper	10 pieces
Photo Paper	5 pack of 10 sheets
Tabs	10 packs
Queuing Machine Tickets	5 boxes
<i>Pens/Markers/Highlighters</i>	
Blue Signing Pen	250 pieces

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Item	Estimated number of requirements
Black Signing Pen	150 pieces
Red Signing Pen	50 pieces
Monami Olika Sign Pen (black)	25 pieces
Monami Rolling Pens	100 pieces
Monami Rolling Pens Refill	50 boxes
Highlighters (various colors)	10 boxes
Black Permanent Marker	5 boxes
White Board Marker	5 box
Pencils	10 packs of 12
Blue Ink	15 bottles
Mechanical Pencil	5 pieces
Mechanical Pencil Refill	10 packs
<i>Other Office Supplies</i>	
Acrylic Message Holders	10 pieces
Certificate Glass Frames	10 pieces
A4 Clear Folder	100 pieces
Clear Pocket folder	100 pieces
Briefing Paper Plastic folder	100 pieces
Heavy duty ring binder	10 pieces
Binder clips (large) 51mm	20 boxes
Binder clips (medium) 41mm	20 boxes
Binder clips (small) 25mm	20 boxes
Correction Tape	50 pieces
Correction Tape Refill	50 packs (2/pack)
Rubber Eraser	10 pieces
Rubber Band	50 packs
Staple Wire	25 boxes
Fastener	10 boxes
Scotch Tape (large)	20 pieces
Scotch Tape (medium)	25 pieces
Scotch Tape (small)	25 pieces
Packing/Packaging Tape (large)	10 pieces
Masking Tape (large)	10 pieces
Glue Stick	10 boxes
Filing boxes	50 pieces
Staple wire remover	10 pieces
Certificate Folder	50 pieces
Visible File Folder	150 pieces
Small Clear Folder	150 pieces
Large Paper clips	15 boxes
Small Paper clip	15 boxes
Eyelets	150 boxes

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Item	Estimated number of requirements
Gold stickers/Notarial seal	50,000 pieces
Wet Tissues	50 pieces
Box Tissues	30 packs (3 boxes/pack)
Paper cups	2000 pieces
Stamp Pads	5 pieces
Scissors	10 pairs
Staplers	10 pieces
Pencil sharpener	10 pieces
Ruler	10 pieces
Paper envelopes for drinking water	5 boxes
File Organizer	20 pieces
In & Out Trays	10 pieces
Laminating Film	1 box
ID Tags (85x54)	100 pieces
Business card holder (400)	3 pieces
Business card holder (200)	3 pieces
Calculator	5 pieces
Dater	5 pieces
<i>Computer Supplies &amp; Accessories</i>	
HP 136A	15 pieces
HP 17A	10 pieces
Samsung C180	5 pieces
Samsung M180	5 pieces
Canon 328	20 pieces
Canon 325	5 pieces
Samsung M180	5 pieces
Samsung C180	5 pieces
HP 950 (Black)	10 pieces
HP 951 (Various Colors)	10 pieces
Samsung MLT-D111S	5 pieces
Ribbon Cartridge LQ590	12 pieces
Brother 1030 Correctable Ribbon	12 pieces
External Drive 1TB	5 pieces
USB 32GB	15 pieces
Cable ties	5 packs
Wifi Router	4 piece
Computer Speaker	1 piece
Webcam	5 pieces
PC Microphone	5 pieces
USB Drive	10 pieces
<i>Electrical</i>	

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Item	Estimated number of requirements
Osram Fluorescent Light 32W	3 boxes
Long Lite LED 5W	2 boxes
Osram Light 13W	2 boxes
Osram LED light 20	2 boxes
Osram 36 W	3 boxes
A3 Battery	10 packs
2A Battery	10 packs
3A Battery	10 packs
12V Battery for Stylus Pen of Encoding Section	10 pieces
Extension cord	5 pieces
Electric tape	2 pieces
<i>Toilet &amp; Cleaning Products</i>	
Regular Toilet Tissues	30 packs (30 rolls/pack)
Paper Towel	100 packs
Large garbage bag	25 packs
Small garbage bag	25 packs
Laundry Soap	20 pieces
Dish Cloth	50 pieces
Rubber Gloves	25 pairs
Naphthalene Balls	10 packs
Hand Soap	20 bottles
Toilet cleaning products	30 bottles
Glass Cleaner	10 bottles
Air Freshener	25 pieces
Dish washing liquid	10 bottles
Scotch Brite Scrub	15 pieces
Mop Refill	12 pieces
Indoor Sweeper	2 pieces
Outdoor Sweeper	2 pieces
Furniture Polisher	5 bottles
Home Disinfectant Spray	5 bottles
Hand Wash Soap	20 bottles
Hand sanitizer	20 pieces
Bleach	5 bottles
Scraper	5 pieces
Adhesive Remover	5 bottles
<i>Official Car Maintenance</i>	
Car Wash Shampoo	5 bottles
Liquid Wax Spray	5 bottles
Carpet Shampoo	2 bottles

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Item	Estimated number of requirements
Non-abrasive Towel	5 packs
Cleaning Chamois	5 packs
Air Freshener	12 pieces
Duster	5 pieces
<i>Other Requirements</i>	
Printing of Business Cards	
Photo printing	
Name Rubber Stamp	
Tarpaulin Printing	
<i>Note : There may be other office supplies or requirements not included in the list.</i>	

Should there be further inquiries, interested suppliers may contact **Ms. Anna Gabriella E. Guinto**, Property Officer, at telephone number (02) 788-2100/2101 ext. 142, fax (02) 796-0827 or email [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com).