



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
OSAKA**

**THE PHILIPPINE CONSULATE GENERAL
Osaka, Japan**

REQUEST FOR QUOTATION

Sir/Madam:

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. Quotations submitted to the Consulate will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier. The delivery date will be indicated in the Purchase Order.
2. The Department hereby reserves the right to reject any/all offers, and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the duly authorized representative of the Consulate.
4. Payment will only be effected by strict compliance with the usually prescribed accounting and auditing requirements
5. Payment shall be in Japanese Yen, paid directly to the account of the winning bidder.
6. Interested suppliers are required to submit their duly-signed Price Quotation Form.
7. The deadline for submission of the quotation is **17 December 2024 at 12:00 pm** (Japan time).

RFQ Code	2024-RFQ-011
Name of the Project	Procurement of Office Supplies and other supplies
Approved Budget:	JPY 1,960,000.00
Specification	Please see attached priced quotation form

Open quotations may be submitted in person or through fax at 06-6910-8734.

For inquiries, you may contact the Philippine Consulate General Osaka at telephone number 06-6910-7999.

Very truly yours,


MELCHOR P. LALUNIO, JR.
BAC Chairperson

OsakaPCG-BAC-01 | Effectivity Date 30 March 2023 | Revision: 00

PRICE QUOTATION FORM
見積書

Date(日付)

Philippine Consulate General Osaka 在大阪フィリピン共和国総領事館
Twin 21 MID Tower 24F 所在地: 〒540-6124
2-1-61 Shiromi, Chuo-ku 大阪市中央区城見2-1-61
Osaka City 540-6124 Japan ツイン21 MID タワー24階

Sir/Madam: ご担当官様

当社は、貴領事館より提示の入札募集(全体的な条件)を精読し、以下の通り見積を提出いたします。

After having carefully read and accepted the general conditions, I/we quote on the item/s at price/s noted below (in the Request for Quotation, hereunder is our quotation/s for the item/s) as follows:

Description 品目・内容	Quantity 数量	Approved Budget Contract 承認済予算	Unit Cost 単価 (¥)	Amount (¥) 合計
Bond Paper A4 (copy paper)	100 reams			
Bond paper Full printing paper A4 book 500 sheets, high quality paper	15 reams			
Paper Clips (medium)	25 packs			
Paper Clips (Big)	5 packs			
Tissue (Towel)	100 packs			
Tissue (Facial)	100 packs			
Stapler	5 pieces			
Air Duster (Spray)	5 cans			
Correction Tape	5 boxes			
Glue Stick	10 boxes			
Post-it note-pad 75x50mm	10 packs			
Post-it-note pad 75x75mm	10 packs			
Post-it- notepad 75x127mm	10 packs			
Folder Press (Kokuyo B-4 IFN)	1000 pieces			
Pen, ball pen (pentel energen) 0.3 (black)	12 pieces			
Pen, ball pen(pentel energen) 0.3 (blue)	12 pieces			
Disposable bowl	200 pieces			

Disposable plates	10 packs			
Disposable cups	1000 pieces			
Disposable spoons	20 packs			
Disposable forks	10 packs			
Daily Time Card	5 packs			
Laptop riser stand	1 piece			
Label printer	1 piece			
Label Printer (paper)	20 rolls			
Wireless vacuum	1 piece			
USB C HUB	5 pieces			
Coat locker	1 piece			
Wheel chair	1 piece			

The above-quoted prices are inclusive of applicable taxes, and I undertake to deliver said services at the Philippine Consulate General in Osaka on the above-specified delivery dates. 上述の見積は、適用税額等を含みます。また、上述の日程で、在大阪フィリピン総領事館における納品および納品にかかる業務を行います。

Very truly yours, 敬意をこめて

Name of Company 会社名

Printed Name & Signature ご担当者あるいは責任者の記名押印

Contact Details 連絡先詳細

