## 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:

- 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-FAC-01 I 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2-1-61Osaka 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 <sub>数量</sub>	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			

OsakaPCG-BAC-02 I Effectivity Date 30 March 2023 Revision: 00

Disposable plates	10 packs		
Dianasahla suna	1000		
Disposable cups	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

# PROJECT PROCUREMENT MANAGEMENT PLAN 2024 End-User: Osaka PCG MFO/PAP Code:

MFO/PAP Code:	9:							
			Is this an Early	Mode of		Posta	Amount	Expected Implementation
PAP Code	Project/Activity/Program 2024 FY	Specification Details	Procurement t Activity?	(Please Specify)	Qty	wn of Amounts	(PhP)/Estimated Budget	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
5020101000	TRAVEL: TRANSPORT / DSA			SVP/Lease of			949,000.00	
	Consular Outreach Missions							× × × × × × × × ×
	Bilateral Meetings							×
	Consultation							x
	Airport Transfers to Officials Visiting							x
	Official Travel to Manila							× × × ×
	Official Travel to Other Foreign Service Posts							×
5020201002	TRAINING EXPENSE						500,000.00	
	Nihongo Class			НТС				× × × × × × ×
	Team Building			HTC/Lease of				×××
5020401000	UTILITIES: Water Expense						222,000.00	×
50204020000	50204020000 UTILITIES: Electricity Expense						355,000.00	×
5029905001	RENT: Building and Structures			Lease of Real			15,421,000.00	
	Office Space and Storage Room (24 Flr)							× × ×
	Storage Room (33rd Floor, MID Bldg.)							×××
	Parking Space- 5 slots							×
5029905003	RENT: Motor Vehicle						111,000.00	
	RENT: Equipment			Competitive				
5029905004				Bidding			289,000.00	
5029905006				Lease of Venue				
	Lease of Outreach Venue							× × × × × × × × × × × × × × × × × × ×
	SUPPLIES & MATERIALS- ICT Office Supplies			Small Value				
5020301001	-			Procurement			200,000.00	
	SUPPLIES & MATERIALS Office Supplies			Small Value				
5020301002	Expenses			Procurement			200,000.00	
	SUPPLIES & MATERIALS: Fuel, Oil and			Small Value				
5020309000	Lubricant Expenses			Procurement			292,000.00	
	SUPPLIES & MATERIALS: Semi-Expandable-			Small Value				
5020321002	Office Equipment			Procurement			133,000.00	
5020321003	SUPPLIES & MATERIALS: Semi-Expandable-ICT			Procurement			90,000.00	
	SUPPLIES & MATERIALS: Semi Expandable-			Competitive				
5020322001	Furniture and Fixtures			Bidding			100,000.00	

# PROJECT PROCUREMENT MANAGEMENT PLAN 2024 End-User: Osaka PCG MFO/PAP Code:

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		Specification	Early	Mode of		Breakdo	Amount	Expected Implementation	
PAP Code	Project/Activity/Program 2024 FY	Details	Procuremen  * Activity?  (Yes/No.)	(Please Specify)	Qty	wn of Amounts	(PhP)/Estimated Budget	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	Remarks
	Semi eExpandable-Other Supplies and Materials			Small Value					
	Surgical Masks							<	
	Alcohol/Disinfectant							×	
	Disaster Preparedness Kits							×	
	Cleaning Materials							×	
5021202000	GENERAL SERVICES: Janitorial Services			Competitive			552,000.00		
_	Regular Office Cleaning							×	
	Toilet Cleaning							×	
5021299099	OTHER GENERAL SERVICES						757,000.00		
	Electrical Recabling							×	
	General Cleaning			Small Value				x	
5021306001	REPAIR & MAINTENANCE: (Motor Vehicles)			Small Value			238,000.00		
5021503000	INSURANCE			Competitive			244,000.00		
	Vehicle Insurance							×	
	Property Insurance								
	Accident Insurance							×	
5029907001	SUBSCRIPTION EXPENSE: ICT Software			Small Value			100,000.00		
	Adobe Acrobat							×	
	Anti Virus Software							×	
	Canva Subscription								
	Email Subscription							×	
	SUBSCRIPTION EXPENSE: Library and other Reading			Small Value					
5029907004	Materials			Procurement			67,000.00		
	1 year Subscription to Japan Times newspaper							×	
	1 year Subscription to Mainishi Shinbun (morning								
	edition) Newspaper							×	
5020501000	COMMUNICATION SERVICES: Postage and Courier			Small Value			535,000.00		
	JP Post							×	
	Takyubin for Outreach								
	DHL International							×	
5020502001	COMMUNICATION SERVICES: Mobile			Small Value			259,000.00		
	Duty Cellphone							×	
	HOP Cellphone							×	
	ATN Phone								
5020502001	COMMUNICATION SERVICES: Landline			Small Value			150,000.00	×	

# PROJECT PROCUREMENT MANAGEMENT PLAN 2024

End-User: Osaka PCG

MFO/PAP Code:

		Specification	is this an Early	Mode of		מאלכים	Amount		Expected Implementation	
PAP Code	Project/Activity/Program 2024 FY	Details	Procuremen t Activity? (Yes/No)	(Please Specify)	γţΩ	wn of Amounts	(PhP)/Estimated Budget	Jan Fe	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	Remarks
5020503000	COMMUNICATION SERVICES: Internet Subscription			Small Value Procurement			738 000 00	7		
	ATN Wifi						100,000.00	×		
	Office Wifi (2)							× :		
5029922000	Bank Transaction Fee						209 000 00	1		
50299030	Representation Expenses						2 649 000 00	1		
50211990	Other Proffesional Services						12,421,000.00			
								-		
	Total						37,481,000.00			
SUPPLEM	SUPPLEMENTAL ANNUAL PROCUREMENT PLAN									
	National Day Celebratioin with Diplomatic Corps	For 150 pax	No	GPPB Resolution 28-2017			670,000.00			
	Naytional Day Celebration with the FilCommunity	For 150 pax	N <sub>o</sub>	GPPB Resolution			670,000,00			
	Purchased of Passenger Van (011011012024-02-001265	As per provided Authority		GPPB Resolution 28-2017			3,581,000.00			
	Procurement of Information and Communications Technology Devices		No	GPPB Resolution 28-2017			3,000,000.00		8	Congressional
								Н		

Prepared by:

Noted and Approved by:

VOLTAIRE D. MAURICIO (Head of Post))

Prepared 27-Nov-24 Submitted: 27-Nov-24

MARIA LUISA L. REMULLA
Abministrative Officer