

**PHILIPPINE EMBASSY  
PHNOM PENH, CAMBODIA  
REQUEST FOR QUOTATION**

The Philippine Embassy in Phnom Penh, Cambodia intends to procure greeting cards with envelopes, with the following details:

- Name of Project : Procurement of Greeting Cards with Envelopes
- Specifications : See attached Annex A for complete specifications, including the quotation form.
- Approved budget : Not to exceed USD \$600.00

Please submit a signed quotation and indicate your acceptance of the attached specifications for the procurement. The Embassy accepts quotations submitted directly or by facsimile or email at the following address and fax numbers:

- No. 182, Norodom Boulevard, Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Cambodia
- Fax nos. (+855) 23 215143
- Email: phnompenh.pe@dfa.gov.ph

The deadline for submission of quotations is 5:00 p.m. on 31 March 2025. For inquiries, please contact Ms. Julie Anne M. Tamanio at telephone No. +85570308217.

Very truly yours,

**JULIE ANNE M. TAMANIO**  
Authorized Representative  
26 March 2025

**Annex "A"**

(Please print in company's letterhead)

**QUOTATION FORM**

(DATE)

Philippine Embassy General, Phnom Penh, Cambodia  
No. 182 Preah Norodom Blvd., Sangkat Tonle Bassac,  
Khan Chamkarmon, Phnom Penh 12301, Kingdom of Cambodia

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

PARTICULARS	CONTRACT PRICE
Procurement of Greeting Cards with Envelopes:  <u>Cards Specifications</u> <ul style="list-style-type: none"><li>• Size W: 17cm x H 25.5 cm</li><li>• Both sides in full color</li><li>• Premium Paper: Moniglanie 260gsm</li><li>• Press middle die-cut 01 Fold</li></ul> Envelopes Specifications <ul style="list-style-type: none"><li>• Size W: 18cm x H 14cm</li><li>• Both sides in full color</li><li>• Premium Paper: Artelibris Bianco 120gsm</li><li>• Finishing: Press die-cut with sticking</li></ul>	
<b>TOTAL USD</b>	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.