

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

The Philippine Embassy in Phnom Penh, Cambodia intends to procure office supplies for the remainder of FY 2025, with the following details:

Name of Project : Procurement of Office Supplies for the remainder of FY 2025

Specifications : See attached Annex A for complete specifications, including the quotation form.

Approved budget : Not to exceed US Php 150,000.00

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) 703 08 217
- Email: phnompenh.pe@dfa.gov.ph

The deadline for submission of quotations is 5:00 p.m. on 24 April 2025. For inquiries, please contact Ms. Clara Cruz at telephone No. +855 87844258.

Very truly yours,

JULIE ANNE M. TAMANIO
Authorized Representative
17 April 2025

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:

UNIT	QUANTITY	ITEM / DESCRIPTION
piece	60	Sign Pen Blue
piece	60	Ballpen Gel Black
piece	60	Sign Pen Black
pack	10	White Paper 210G A4
pack	10	Color Paper 180gsm A4
piece	5	White Paper 180g A3
ream	10	Color Paper A4 80g
pack	10	Sticker label
ream	10	A4 80gsm
piece	20	Correction tape
piece	20	Staple wire remover
piece	20	Stapler
box	60	Staple wire
piece	10	Cutter
piece	12	Scissors
piece	2	Measuring tape
piece	12	Sticky Notes
piece	12	Notepad
piece	72	Sign here post it
unit	5	Index card
box	10	Binder clip
piece	15	Desk organizer
piece	30	Spiral notebook
piece	10	Card stand
piece	5	Tape dispenser
piece	60	Clear tape
piece	60	Glue stick
piece	60	Water glue
piece	12	Clear tape
piece	24	Double sided tape
piece	100	Plastic folder
ream	20	Laminating film
pack	20	Sheet protector
piece	5	Transparent writing pad
piece	24	Plastic folder with fastener
piece	60	Pentel pen blue
piece	60	Pentel pen black
piece	5	Calculator
TOTAL USD		

(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.