



RFQ-XN-2026-03-0019

### REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of various supplies. The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Procurement of Various Supplies

Location : Philippine Consulate General Grounds, No. 4 Consulate Road, Siming District, Xiamen City, PROC

Technical Specifications: Please see attached Annex A

Approved Budget : Not to exceed CNY 3,500.00

Deadline for Submission of Quotation : 5:00 p.m., 6 April 2026

Quotations must be delivered to the address mentioned above or e-mailed to [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) or [xiamenpcg.procurement@yahoo.com](mailto:xiamenpcg.procurement@yahoo.com) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009 Fujian Province, PROC  
Tel Nos.: (+86-592) 5130355 / 5130366  
Fax No.: (0086) 592-5530803

Very truly yours,

**THERESA R. BANTOLO-HEIKKILÄ**  
BAC Vice Chairperson

30 March 2026



**ANNEX A**

**TECHNICAL SPECIFICATIONS**

**PROCUREMENT OF VARIOUS SUPPLIES**

<b>I.</b>	<b>Background:</b> <p>The Philippine Consulate General in Xiamen, China is undertaking the procurement of various office and household supplies to support its daily administrative operations, ensure efficient service delivery, and maintain proper workplace functionality and sanitation. The items include office supplies for document handling and records management, household items for official use and contingency needs, cleaning materials for facility upkeep, and official stamps (chops) for document authentication. This procurement will be conducted through Small Value Procurement pursuant to Section 53.9 of the Revised IRR of Republic Act No. 9184, as the required goods are readily available off-the-shelf and within the prescribed threshold.</p>
<b>II.</b>	<b>Scope of Work:</b> <p>The scope of this procurement covers the supply, delivery, and, where applicable, customization of various office and household supplies as specified in the Technical Specifications. The supplier shall be responsible for providing brand new and compliant items, including the production of customized stamps (chops) based on approved designs. All items must be delivered to the designated location within the prescribed period, properly packaged, and free from defects. The supplier shall ensure that the delivered goods meet the required specifications and quality standards, and shall replace any defective or non-compliant items within the specified warranty period.</p>
<b>III.</b>	<b>Technical Specifications:</b> <ul style="list-style-type: none"><li>● The items to be procured shall be brand new, of good quality, and compliant with standard commercial specifications. Office supplies such as scissors, staplers, tape dispensers, pens, index tabs, and correction tapes must be durable, functional, and suitable for regular administrative use. Storage items, including plastic boxes and A4 stalls cases, must meet the specified dimensions and be made of sturdy materials. The steel cabinet shall be made of high-quality metal with secure locking mechanisms and appropriate dimensions.</li><li>● Household items such as blankets, pillows, and mosquito nets must be clean, durable, and suitable for regular use. Cleaning materials, particularly stainless steel cleaner, must be non-abrasive and effective for maintaining surfaces.</li><li>● Customized stamps (chops) for the Consul General, Consul, Xiamen PCG, and "Cancelled" marking must be made of high-quality rubber or polymer, produce clear and legible imprints, and use black, non-smudging ink. Designs for customized stamps shall be subject to prior approval.</li><li>● All items must conform to the specified sizes, dimensions, and functional requirements indicated in the Schedule of Requirements.</li></ul>

**IV. Warranty:**

The supplier shall warrant that all goods supplied are brand new, and free from defects. Any defective, damaged, or non-compliant items identified within seven (7) calendar days from delivery and inspection shall be replaced by the supplier at no additional cost to the Procuring Entity. Replacement of items shall be completed within three (3) calendar days from receipt of notice.

For durable items such as the steel cabinet and customized stamps (chops), the supplier shall provide a minimum warranty period of three (3) months against manufacturing defects. During the warranty period, the supplier shall repair or replace defective items at no additional cost.

Failure to comply with the warranty provisions may result in appropriate sanctions in accordance with applicable government procurement rules and regulations.

**V. Terms of Payment:**

Payment shall be processed upon:

- Submission of Sales Invoice/Official Receipt
- Invoice must be addressed to the Philippine Consulate General in Xiamen
- Payment shall be made within thirty (30) working days upon receipt of complete required documents
- Payment shall be made via bank transfer
- All payments shall be inclusive of applicable taxes and other lawful charges

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]



**ANNEX A**

**TECHNICAL SPECIFICATIONS**

**PROCUREMENT OF VARIOUS SUPPLIES**

<b>I.</b>	<b>Background:</b>  The Philippine Consulate General in Xiamen, China is undertaking the procurement of various office and household supplies to support its daily administrative operations, ensure efficient service delivery, and maintain proper workplace functionality and sanitation. The items include office supplies for document handling and records management, household items for official use and contingency needs, cleaning materials for facility upkeep, and official stamps (chops) for document authentication. This procurement will be conducted through Small Value Procurement pursuant to Section 53.9 of the Revised IRR of Republic Act No. 9184, as the required goods are readily available off-the-shelf and within the prescribed threshold.
<b>II.</b>	<b>Scope of Work:</b>  The scope of this procurement covers the supply, delivery, and, where applicable, customization of various office and household supplies as specified in the Technical Specifications. The supplier shall be responsible for providing brand new and compliant items, including the production of customized stamps (chops) based on approved designs. All items must be delivered to the designated location within the prescribed period, properly packaged, and free from defects. The supplier shall ensure that the delivered goods meet the required specifications and quality standards, and shall replace any defective or non-compliant items within the specified warranty period.
<b>III.</b>	<b>Technical Specifications:</b> <ul style="list-style-type: none"><li>● The items to be procured shall be brand new, of good quality, and compliant with standard commercial specifications. Office supplies such as scissors, staplers, tape dispensers, pens, index tabs, and correction tapes must be durable, functional, and suitable for regular administrative use. Storage items, including plastic boxes and A4 stalls cases, must meet the specified dimensions and be made of sturdy materials. The steel cabinet shall be made of high-quality metal with secure locking mechanisms and appropriate dimensions.</li><li>● Household items such as blankets, pillows, and mosquito nets must be clean, durable, and suitable for regular use. Cleaning materials, particularly stainless steel cleaner, must be non-abrasive and effective for maintaining surfaces.</li><li>● Customized stamps (chops) for the Consul General, Consul, Xiamen PCG, and “Cancelled” marking must be made of high-quality rubber or polymer, produce clear and legible imprints, and use black, non-smudging ink. Designs for customized stamps shall be subject to prior approval.</li><li>● All items must conform to the specified sizes, dimensions, and functional requirements indicated in the Schedule of Requirements.</li></ul>



### PRICE QUOTATION FORM

30 March 2026

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC

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	Item Description	Quantity	Contract Price
piece	scissors	10	
piece	tape dispenser 1"	5	
piece	stapler for staple wire: 24/8	5	
piece	staple wire remover	5	
piece	long stapler (with staple wire)	1	
piece	correction tape	10	
piece	plastic storage box (59x43x35.5cm)	2	
piece	black ballpen	24	
piece	A4 stalls case (3.5 cm thick)	10	
roll	bubble wrap film 50m830cm	1	
piece	steel cabinet 1400mm*62mm*46mm	2	
piece	index tabs	20	
piece	blanket (150x200cm)	1	
piece	pillow	2	
piece	mosquito net	1	
bottle	stainless steel cleaner	1	
piece	chop for the Consul General with black ink	2	
piece	chop for the Consul with black ink	2	

piece	chop of Xiamen PCG with black ink	4	
piece	chop for Cancelled with black ink	1	

(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.: \_\_\_\_\_