



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
VANCOUVER

**REQUEST FOR QUOTATION ON COMMON-USE OFFICE  
SUPPLIES FOR THE PHILIPPINE CONSULATE GENERAL IN VANCOUVER**

The Philippine Consulate General in Vancouver invites interested suppliers to submit quotations on common office supplies. Please see Annex A for the specifications.

Please submit a signed quotation and indicate your acceptance of the said supplies for procurement not later than 08 May 2025, 1700H. The Consulate accepts quotations submitted directly, through a letter or by email at the following contact details:

Philippine Consulate General  
Suite 660, 999 Canada Place, Vancouver, B.C. V6C 3E1, Canada  
Email: [vancouver.pgc@dfa.gov.ph](mailto:vancouver.pgc@dfa.gov.ph)

The Consulate intends to complete the procurement on or before 09 May 2025 and reserves the right not to accept any proposals. Funding for the procurement of above supplies will be sourced from the Consulate's Maintenance and Other Operating Expenses (MOOE) for FY 2025.

  
**ANALYN D. RATONEL**  
Chairperson  
Bids and Awards Committee

Vancouver, 24 April 2025



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## ANNEX "A"

UNIT	ITEM DESCRIPTION	QUANTITY
Ream	Ledger size white 11"x17" 92 bright, 20lb 75g/m2	2
Ream	Copy Paper 8.5"x14" 20lb	3
Box	Multi-use Copy Paper 8.5"x11" 20lb	20
Ream	Hammermill 8.5"x11" 24lb	10
Box	Document Corners Blue 10 packs of 100 pieces	20
Pack	Paper Label Gold Legal Seal	100
Pack	Post-it Sign-it Flags 11.9mmx43'	12
Box	Pendaflex Pressboard File legal size Green	1
Pack	Assorted Highlighter Pens	12
Pack	Gel Pens Blue 0.7mm (12 pieces/pack)	1
Pack	Gel Pens Black 0.7mm (2 pieces/pack)	6
Pack	Correction Tape	5
Pack	Glue Stick 40 grams	2
Piece	Double Sided Tape	3
Piece	Double Sided Adhesive Roller with Dispenser	5
Pack	Invisible Tape 19mm x 33mm	5
Piece	Epson Ribbon Cartridge ERC-38 B	5
Pack	Red Wax Seal	2
Ream	Parchment Paper 8.5" x 11" Ivory	3
Pack	Jumbo Paper Clip 4" 30/pack	3
Piece	Premium Stamp Pad Ink 28ml-black	10





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Pack	Post-it Notes Canary Yellow 3"x5"	3
Pack	Post-it Notes Marseille Collection 1-3/8"x1-7/8" 12 pads	3
Piece	Plastic Clipboard-Letter size (9"x12")	3
Piece	Porcelain Magnetic White Board 24"x36"	1
Pack	Narrow Ruled Note Pad 5"x8" (12 pieces/pack)	3
Pack	Medium Gift Bags 16 Different Colors (7.6"x4.75"x10.5") 32 pcs./pack	1
Pack	Small Gift Bags 16 Different Colors (8.26"x3.15"x6") 32 pcs./pack	1
Pack	Big Gift Bags 16 Different Colors (13"x10"x5") 32 pcs./pack	1
Roll	Wired-edge Red Ribbon 2 inches x 20 yards	5
Roll	Wired-edge Blue Ribbon 2 inches x 20 yards	5
Pack	Floral Foam Blocks (9"x4"x3") 6 pieces/pack	1
Piece	Picture Frame 27"x40"	2
Pack	Large Square Riser 3 pieces/pack	2
Pack	Classic Certificate Holders, Navy Linen, Gold Foil 5 pieces/pack	10
Pack	Letter Size Clear Pocket Folders 25 pieces/ pack	2