

**PHILIPPINE CONSULATE GENERAL**  
**CHONGQING, CHINA**  
菲律宾驻重庆总领事馆  
**REQUEST FOR QUOTATION**  
询价单

The Philippine Consulate General in Chongqing, China intends to procure of Office Supplies for the remainder of the FY 2024, with the following details:

菲律宾驻重庆总领事馆欲采购 2024 财年剩余部分的办公用品，详情如下：

- Name of Project : Procurement of Office Supplies for the remainder of the FY 2024  
项目名称 2024 财年剩余部分的办公用品的采购。
- Specifications : See attached Annex A for complete specifications, including the  
配置 quotation form.  
详细配置请查看附件 A 及报价单
- Approved budget : Not to exceed RMB 4,300.00  
获批预算 不超过人民币 4300 元整。

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

请提交带有签字的报价单，并注明贵司接受的采购规格。总领事馆接受以直接或以传真，电邮方式提交的报价，报价地址及传真号码如下：

- Unit 2202-2203, 22<sup>nd</sup> Floor, Chongqing World Financial Center No. 188 Minzu Road, Jiefangbei, Yuzhong District, Chongqing, PROC  
重庆市渝中区民族路 188 号，环球金融中心 2202-2203。
- Fax nos. (+86 23) 6372-9809  
传真：(+86 23) 6372-9809
- Email: [chongqingpcg@gmail.com](mailto:chongqingpcg@gmail.com) or [578594189@qq.com](mailto:578594189@qq.com)  
邮箱：chongqingpcg@gmail.com 或 [578594189@qq.com](mailto:578594189@qq.com)

The deadline for submission of quotations is 12:00 p.m. of 27 August 2024. For inquiries, please contact Ms. Wang Wanyi at telephone No. 023-63810832.

请于 2024 年 08 月 27 日 12:00 以前递交您的报价，如有疑问，请联系王婉艺女士，电话：023-63810832.

Very truly yours,  
诚挚的

**ARLENE C. PASCASIO-RACHO**

潘雅琳

Authorized Representative

授权代表

23 August 2024

## Annex "A"

## QUOTATION FORM 报价单

(DATE 日期)

Philippine Consulate General, Chongqing, China

Unit 2202-2203, 22<sup>nd</sup> Floor, Chongqing World Financial Center

No. 188 Minzu Road, Jiefangbei, Yuzhong District, Chongqing, PROC

重庆市渝中区民族路 188 号, 环球金融中心 2202-2203

Sir/Madam:

尊敬的先生/女士:

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: 在仔细阅读并接受询价单中的条款和条件后, 我们就下列项目进行报价:

## TECHNICAL SPECIFICATIONS 技术规格

Procurement of Office Supplies for the Remainder of the FY 2024

Unit 单位		Quantity 数量	ITEM / DESCRIPTION	产品描述
box	箱	5	Bond Paper A4	复印纸 (A4)
pc	本	40	Note Pads, Stick-on	记事贴
pack	包	5	Colored A4 Paper (Blue)	皮纹纸 (蓝色)
pack	包	5	Colored A4 Paper (Pink)	皮纹纸 (粉色)
pack	包	5	Colored A4 Paper (Yellow)	皮纹纸 (黄色)
box	盒	5	Ballpen (Black)	按动签字笔 (黑色)
box	盒	5	Ballpen (Blue)	按动签字笔 (蓝色)
pack	包	10	A6 Notebook	A6 软抄笔记本
pc	本	10	Stenographer Notebook	线圈笔记本
pc	个	20	Ring Folder A4, Black	黑色 A4 文件夹
pc	个	50	Folder with Fastener	带固定夹文件夹
pack	包	5	Parchment Paper A4	A4 羊皮纸
pc	个	10	Sign Holder (A4 Vertical)	亚克力台签 (A4 竖式)
pc	个	10	Sign Holder (A4 Horizontal)	亚克力台签 (A4 横式)
pc	个	10	Sign Holder (A5 Vertical)	亚克力台签 (A5 竖式)
pc	个	10	Sign Holder (A5 Horizontal)	亚克力台签 (A5 横式)
pc	个	5	Dispenser Table Top	透明胶座
pc	个	5	Dispenser Handheld	胶带封箱器
pc	个	5	Puncher	打孔器
pc	支	1	Calligraphy pen	书法钢笔

(Amount in Words)

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

上述报价已包含所有费用及税费。

Very truly yours,

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Name of Company 公司名称

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Name/Signature of Representative 代表签字

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Contact No.联系电话