



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
PASUGUAN NG REPUBLIKA NG PILIPINAS  
NAIROBI

LET – PHL- 269 -2021

11 November 2021

**BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION**

Sir/Madam:

1. The Embassy of the Republic of the Philippines in Nairobi, Kenya, through the authorized appropriations the General Appropriations Act, intends to apply the sum of KSH 130,000.00 (One Hundred Thirty Thousand Kenyan Shilling)/ USD 1,196.03 being the Approved Budget of the Contract (ABC) for the Procurement of Digital Safe for the official use of the Embassy of the Philippines.

**Name of the Project: Procurement of 1 piece of Digital Safe**

2. Interested proponents are requested to submit their (a) **duly signed quotation form (ANNEX A)** and (b) **valid Business Permit** and c) **KRA Pin**

Mode of Payment	: Cheque
Currency	: Kenyan Shillings (Ksh)
Price Quote	: All quotations submitted shall be inclusive of VAT and Other charges

Submission of quotation and eligibility documents is **on or before 15 November 2021** at the **Embassy of the Republic of the Philippines P.O. Box 47941**, 001 Mzima Springs, Lavington P.O. Box 47941, 00100 Nairobi Kenya or email at [phnairobiacsecretariat@gmail.com](mailto:phnairobiacsecretariat@gmail.com) and/or [nairobi.pe@dfa.gov.ph](mailto:nairobi.pe@dfa.gov.ph).

3. The BAC Secretariat reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.
4. For further information, please contact  
Bids and Awards Committee, Secretariat  
Embassy of the Republic of the Philippines  
P.O. Box 47941, 001 Mzima Springs Lavington, Nairobi, Kenya  
Telephone No: 0736310050

Yours truly,

**WILLIAM O. TAN**

*Chairman, Bids and Awards Committee*

ANNEX A

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
P.O. Box 47941, 001 Mzima Springs  
Lavington, Nairobi, Kenya

**QUOTATION**

Item	Unit	Qty	Unit Cost (Inclusive of VAT)	Total Cost (Inclusive of Vat)
Digital Safe	piece	1		
Delivery charges				
TOTAL				

Submitted by:

Date: \_\_\_\_\_

**Mode of Payment:**

Cheque

payable to: \_\_\_\_\_