



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

LET-PHL- 283 -2023

REQUEST FOR QUOTATION

14 December 2023

Sir/Madam:

The Embassy of the Republic of the Philippines in Nairobi, Kenya, through its Bids and Awards Committee, invites all interested proponents to submit their lowest quote for the procurement of the following:

Item	Quantity
HP 85A Black Original LaserJet Toner Cartridge	15 pcs
HP 106 Black Original LaserJet Toner Cartridge	8 pcs

Delivery Terms:

- The supplies are to be delivered to the Embassy of the Philippines' premises.
- Cheque payment will be made upon complete delivery of the items.

Interested proponents are requested to submit their quotation and valid Business Permit. The Embassy intends to apply the sum of **KSH 340,000.00** (Three Hundred Forty Thousand Kenyan Shillings) as the Approved Budget for the said supplies. All quotations submitted shall be inclusive of VAT and other charges.

The submission of quotation is on or before 18 December 2023 at the **Embassy of the Republic of the Philippines, 001 Mzima Springs Road, Lavington, Nairobi, Kenya** or via email at phnairobiacsecretariat@gmail.com and/or nairobi.pe@dfa.gov.ph.

The Embassy will procure the supplies from the proponent that provides the most responsive quote and fulfills the Embassy's requirements.

For further information, please contact BAC Secretariat at mobile number nos. +254 736 3100 50 and +254 736 3100 66.

Very truly yours,

LOUIE DANE C. MERCED

Vice Chairperson, Bids and Awards Committee

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