



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

LET-PHL- 284 -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 good quality janitorial and miscellaneous supplies as itemized:

Item	Quantity
Serviette, 100 sheets x 1 ply	300 pcs
Multi-Fold Hand Paper Towels, 240 sheets x 1 ply	300 pcs

Delivery Terms:

- The items 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 160,000.00** (One Hundred Sixty Thousand Kenyan Shillings) as the Approved Budget for the said items. 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 +254 736 3100 50 and +254 736 3100 66.

Very truly yours,

LOUIE DANE C. MERCED
Vice Chairperson, Bids and Awards Committee