



REQUEST FOR QUOTATION/PROPOSAL

The Philippine Consulate General in Frankfurt, Germany intends to apply the sum of One Thousand Eight Hundred Euros (EUR 1,800.00) as the Approved Budget for the Contract (ABC) for the procurement of various office and cleaning supplies for the official use of the Consulate.

Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project:	Procurement of various office and cleaning supplies
Location:	Items are to be delivered to the Consulate's official address
Specifications:	See Annex A
Approved Budget:	One Thousand Eight Hundred Euros (EUR 1,800.00)

Interested suppliers may submit their quotations/proposals using the attached Price Quotation Form.

The cost of the products shall be quoted in Euro, inclusive of all taxes and other lawful charges, including delivery fee, if any.

The deadline for submission of quotations/proposals is **02 March 2026**. Quotations/Proposals may be submitted in person at the Consulate's address or through email at frankfurt.pcg@dfa.gov.ph, copy furnished bacsec.frankfurtpcg@gmail.com.

The procurement project shall be awarded to the lowest priced, acceptable, and most responsive quotation/offer.

The Consulate reserves the right to accept or reject any quotation, to annul the proposal process, and to reject all quotations/proposals at any time prior to contract award without thereby incurring any liability to the affected supplier/suppliers.

For inquiries, please contact the Consulate's Bids and Awards Committee (BAC) Secretariat at bacsec.frankfurtpcg@gmail.com.

signed


MIGUEL CARLO N. HORNILLA

Consul and Chairperson, Bids and Awards Committee (BAC) Secretariat
Philippine Consulate General, Frankfurt, Germany

20 February 2026



PRICE QUOTATION FORM

[DATE]

PHILIPPINE CONSULATE GENERAL

WestendCarree, Grüneburgweg 16-18 1st Floor
60322 Frankfurt Am Main, Germany

Sir/Madam,

After having carefully read and accepted the general conditions, I/We quote on the item/s at price/s noted below (in the Request for Quotation), hereunder is our quotation/s for the item/s as follows:

Quantity	Unit	Particulars	Unit Price (EUR)	Total Price (EUR)
		See Annex A		

(Amount in words)

The above-quoted prices are inclusive of all costs, including all taxes and other lawful charges (including delivery, if any), and I/We undertake to perform said at _____.

Very truly yours,

Name of Company

Printed Name and Signature

Contact details

GERMAN		ENGLISH	
Menge	Artikel	Quantity	Item
Bürobedarf		Office supplies	
5	A4 ordner, schwarz, 5cm, Polypropylen-Beschichtung	5	A4 folder, black, 5 cm, polypropylene coating
5	A4 ordner, schwarz, 8cm Polypropylen-Beschichtung	5	A4 folder, black, 8 cm, polypropylene coating
3	HP303 Original Tintenpatrone schwarz	3	HP 303 Ink Cartridge, black
3	HP303 Original Tintenpatrone (Cyan, Magenta, Gelb)	3	HP 303 Ink Cartridge (Cyan, Magenta, Yellow)
2	HP62 Original Tintenpatrone schwarz	2	HP62 ink cartridge, black
2	HP62 Original Tintenpatrone (Cyan, Magenta, Gelb)	2	HP62 ink cartridge, CMY
2	LQ350 EPSON Farbband	2	LQ350 EPSON ribbon
10	Stempel, englisches Datum	10	stamp, english dater
1	CD-Hülle, schlank, transparent, 25 Stück pro packung	1	CD case, slim, transparent, 25 pieces per pack
1	Gummibänder, 180 x 12 mm Ø 120 mm, 500 g	1	Rubber bands, 180 x 12 mm Ø 120 mm, 500g
1	Einziehbarer Gelstift, blau, 0,4 mm, 20 Stück pro Packung	1	Retractable gel pen, blue, 0.4mm, 20 pieces per pack
1	Einziehbarer Gelstift, schwarz, 0,4 mm, 20 Stück pro Packung	1	Retractable gel pen, black, 0.4mm, 20 pieces per pack
1	Kugelschreiber, 0,5 mm, schwarz, 50 Stück pro Packung	1	ballpoint pen, 0.5mm, black, 50 pieces per pack
1	Kugelschreiber, 0,5 mm, blau, 50 Stück pro Packung	1	ballpoint pen, 0.5mm, blue, 50 pieces per pack
4	Einziehbarer S-Gel-schreiber, schwarz, 0,7 mm, 3 Stück pro Packung	4	Retractable s-gel pen, black, 0.7mm, 3 pieces per pack
3	Mail Lite Luftpolster-Versandtaschen D/1 Gold Ohne Fenster 180 (B) x 260 (H) mm Abziehstreifen 79 g/m² 10 Stück	3	Mail Lite Air cushion shipping bags D/1 Gold Without window 180 (W) x 260 (H) mm Pull-off strip 79 g/m2 10 pieces
4	Abdeckband, beige, Krepppapier 50 mm (B) x 50 m (L)	4	masking tape, beige, crepe paper 50mm (B) x 50m (L)
6	Verpackungsklebeband, braun, 50mm x 66m (oder 6 rollen pro packung)	6	Packaging tape, brown, 50 mm x 66 m (or 6 rolls per pack)
10	Korrekturband, 4,2 mm x 10 m, 10 Stück pro Packung	10	Correction tape, 4.2 mm x 10 m, 10 pieces per pack
3	Schere, 200mm, schwarz	3	Scissors, 200mm, black
5	Heftklammern 25/10, 1.000 Klammern pro Packung	5	Staples 25/10, 1,000 staples per pack
5	Klammerentferner, schwarz	5	Staple remover, black
6	Haftmarker, 1.5x5cm, 5 Stück à 100 Streifen	6	Sticky notes, 1.5x5cm, 9 pads of 100 strips
1	Haftnotizen, 76 x 76 mm, 24 Blöcke pro Packung	1	Sticky notes, 76 x 76 mm, 24 pads of 100 sheets per pack
2	Haftnotizen, 38 x 51 mm, 100 Blatt pro Block, 12 Blöcke pro packung	2	Sticky notes, 38x51mm, 100 sheets per block, 12 blocks per pack
2	Haftnotizen, 51 x 76 mm, 100 Blatt pro Block, 12 Blöcke pro Packung	2	Sticky notes, 51x76mm, 100 sheets per block, 12 blocks per pack
1	Büroklammern rund 33mm, 500 Stück pro packung	1	Round paper clips, 33mm, 500 pieces per pack
2	Büroklammern Gewellt 50 mm Silber Metall, Zink 100 Stück pro packung	2	Wavy paper clips, 50 mm, silver metal, zinc, 100 pieces per pack
10	Prospekthülle DIN A4 Glasklar Transparent 60 Mikron, 100 Stück pro packung	10	DIN A4 crystal clear plastic sleeves, 60 microns, 100 pieces per pack
4	Klebestift, transparent, 6 Stück pro Packung (je 22 g)	4	Glue stick, transparent, 6 pieces per pack (22g each piece)
2	DIN A4 Klarsichthülle, glasklar, PVC, 150 Mikron, 10 Stück pro Packung	2	DIN A4 transparent sleeve, glass clear, PVC, 150 microns, 10 pieces per pack
1	AA-Batterien, Alkali, 20 Stück pro Packung	1	AA battery, Alkali, 20 pieces per pack
1	AAA-Batterien, Alkali, 20 Stück pro Packung	1	AAA battery, Alkali, 20 pieces per pack
Reinigungsmittel		Cleaning supplies	
40	Kosmetiktücher, 2-lagig, mindestens 100 Blatt pro Box/Packung	40	Cosmetic tissues, 2-ply, at least 100 sheets per box/pack
6	Falthandtücher Z-falz Weiß 2-lagig 1185071 25 Stück à 150 Blatt (Größe: 210 x 240 mm)	6	Folded hand towels, Z-fold, white, 2-ply, 1185071, 25 pieces of 150 sheets each (size: 210 x 240 mm)
3	Toilettenpapier, 3-lagig, weiß, 48 Rollen à 200 Blatt pro Packung/Karton	3	Toilet paper, 3-ply, white, 48 rolls with 200 sheets per pack/carton
5	Flüssigseife Flüssig Weiß, 5L	5	Liquid soap, mild, anti-bacterial, white, 5L
6	Geschirrspülmittel Flüssig, 450ml, Konzentrierte Formel	6	Liquid dishwashing detergent, 450ml, concentrated formula
1	Geschirrspültabs, 125 Tabletten pro Packung	1	dishwashing tablets, 125 tablets per pack
4	Fußmatte, grau (Größe: 60 x 90 cm), PP (Polypropylene), PVC (Polyvinyl Chloride)	4	anti-slip indoor doormat, gray (size: 60 x 90cm), PP (Polypropylene), PVC (Polyvinyl Chloride)
1	Luftpolsterfolie, 500mm x 100m	1	bubble wrap, 500mm x 100m