REQUEST FOR QUOTATION/PROPOSAL

The Philippine Consulate General in Frankfurt, Germany intends to apply the sum of One Two Thousand Euros (EUR 2,000.00) 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:	Two Thousand Euros (EUR 2,000.00)

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 **01 June 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

26 May 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

ANNEX A

GERMAN		**ENGLISH**	
Menge	*Artikel*	*Quantity*	*Item*
Bürobedarf		**Office supplies**	
10	A4 ordner, schwarz, 5cm, Polypropylen-Beschichtung	10	A4 folder, black, 5 cm, polypropylene coating
10	A4 ordner, schwarz, 8cm Polypropylen-Beschichtung	10	A4 folder, black, 8 cm, polypropylene coating
1	HP303 Original Tintenpatrone schwarz	1	HP 303 Ink Cartridge, black
1	HP303 Original Tintenpatrone (Cyan, Magenta, Gelb)	1	HP 303 Ink Cartridge (Cyan, Magenta, Yellow)
2	HP62 Original Tintenpatrone schwarz	2	HP62 ink cartridge, black
1	HP62 Original Tintenpatrone (Cyan, Magenta, Gelb)	1	HP62 ink cartridge, CMY
1	Brother LC3219XL Original Tintenpatrone Schwarz, Cyan, Magenta, Gelb Multipack	1	Brother LC3219XL (CMYK), ink, multipack
6	V-Sign Pen Fineliner, Schwarz	6	V-sign pen, fineliner, black
1	Einziehbarer Gelstift, schwarz, 0,4 mm, 20 Stück pro Packung	1	Retractable gel pen, black, 0.4mm, 20 pieces per pack
1	Einziehbarer Gelstift, blau, 0,4 mm, 20 Stück pro Packung	1	Retractable gel pen, blue, 0.4mm, 20 pieces per pack
20	Einziehbarer Gelstift, rot, 0,4 mm	20	Retractable gel pen, red, 0.4mm, 20 pieces per pack
2	Einziehbarer S-Gel-schreiber, schwarz, 0,7 mm, 3 Stück pro Packung	2	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 pro packung	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 per pack
4	Abdeckband, beige, Krepppapier 50 mm (B) x 50 m (L)	4	masking tape, beige, crepe paper 50mm (B) x 50m (L)
2	Verpackungsklebeband, transparent, 50mm x 66m (6 rollen per packung)	2	Packaging tape, transparent, 50 mm x 66 m (6 rolls per pack)
30	Korrekturband, 4,2 mm x 16 m	30	Correction tape, 4.2 mm x 16 m
10	Klemmmappe swingclip DIN A4,	10	DIN A4, swing clip folder, white

	Weiß		
2	DIN A4, Druckerpapier 120g/m2, Weiß, 250 blatt pro packung	2	DIN A4, copy paper, at least 120 gsm, white, 250 sheets per pack
3	Füllfederhalter, Schwarz, 0,5-0,6mm	3	fountain pen, schwarz, 0.5-0.6mm
3	Laminierfolien DIN A4, Glänzend, Transparent, 100 Stück	3	DIN A4 laminating sheets, glossy, transparent, 100 pieces
4	Permanentmarker, feine Rundspitze, wasserbeständig, schwarz, 1 mm	4	permanent marker, fine round tip, water resistant, black, 1mm
3	Permanentmarker, Rundspitze, wasserbeständig, schwarz, 3 mm	3	permanent marker, round tip, water resistant, black, 3mm
1	Versandtasche pappe, 334 x 234 mm, braun, 100 Stück pro Packung	1	cardboard shipping envelopes. 334x234mm, brown, 100 pieces per pack
3	Tischaufsteller, Acryl, A4, transparent	3	tabletop display stand, acrylic, A4, transparent
10	Prospekthülle DIN A4 Glasklar Transparent 80 Mikron PP (Polypropylen), 50 Stück pro packung	10	DIN A4 crystal clear plastic sleeves, 80 microns PP, 50 pieces per pack
6	Klebestift, transparent, 6 Stück pro Packung (je 22 g)	6	Glue stick, transparent, 6 pieces per pack (22g each piece)
5	Textmarker, Gelb, Breit Keilspitze, 2-5mm	5	highlighter, yellow, wide wedge tip, 2-5 mm
5	Textmarker, Grün, Breit Keilspitze, 2-5mm	5	highlighter, green, wide wedge tip, 2-5 mm
10	Fineliner 0.4 mm Nadelspitze Schwarz	10	fineliner pen, 04.00mm, needle tip, black
Reinigungsmittel		**Cleaning supplies**	
80	Kosmetiktücher, 2-lagig, mindestens 100 Blatt pro Box/Packung	80	Cosmetic tissues, 2-ply, at least 100 sheets per box/pack
7	Falthandtücher, Z-Falz, weiß, 2-lagig, 3750 Blatt (Größe: 250 x 230 mm)	7	Folded hand towels, Z-fold, white, 2-ply, 3750 blatt (size: 250 x 230 mm)
5	Toilettenpapier, 3-lagig, weiß, 48 Rollen à 200 Blatt pro Packung/Karton	5	Toilet paper, 3-ply, white, 48 rolls with 200 sheets per pack/carton
4	Flüssiges Geschirrspülmittel, 750 ml, frische Zitrone	4	Liquid dishwashing detergent, 750ml, fresh citrus
4	Küchentücher, 3-lagig, weiß – 8 Rollen à 45 Blatt pro Packung	4	kitchen towel, 3-ply, white x8 rolls of 45 sheets per pack