



REQUEST FOR QUOTATION/PROPOSAL

The Philippine Consulate General in Frankfurt, Germany intends to apply the sum of Euro Two Thousand (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:	Euro Two Thousand (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 **18 September 2026**. Quotations/Proposals may be submitted in person at the Consulate's address or through email at frankfurt.pcg@dfa.gov.ph.

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, attention to the Bids and Awards Committee (BAC) Secretariat.

(signed)

MIGUEL CARLO N. HORNILLA

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

11 September 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	
<i>Menge</i>	<i>Artikel</i>	<i>Quantity</i>	<i>Item</i>
Bürobedarf		Office supplies	
10	A4 ordner, schwarz, 8cm Polypropylen-Beschichtung	10	A4 folder, black, 8 cm, polypropylene coating
1	HP 963, ink cartridge, CMYK	1	HP 963, ink cartridge, CMYK
10	V-Sign Pen Fineliner, Schwarz	10	V-sign pen, fineliner, black, 0.6mm
10	V-Sign Pen Fineliner, Blau	10	V-sign pen, fineliner, blue, 0.6mm
1	Einziehbarer Gelstift, schwarz, 0,4 mm, 20 Stück pro Packung	1	Retractable gel pen, black, 0.4mm, 20 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
1	Verpackungsklebeband, transparent, 50mm x 66m (6 rollen per packung)	1	Packaging tape, transparent, 50 mm x 66 m (6 rolls per pack)
3	Klebeband, 19mmx33m, 8 Rollen	3	Tape, 19mmx33m, 8 rolls per pack
20	Korrekturband, 4,2 mm x 16 m	20	Correction tape, 4.2 mm x 16 m
2	DIN A4, Druckerpapier 160g/m2, , 250 blatt pro packung	2	DIN A4, copy paper, at least 160 gsm, cream, 250 sheets per pack
5	Tischaufsteller, Acryl, A4, transparent	5	tabletop display stand, acrylic, A4, transparent
6	Prospekthülle DIN A4 Glasklar Transparent 80 Mikron PP (Polypropylen), 100 Stück pro packung	6	DIN A4 crystal clear plastic sleeves, 80 microns PP, 50 pieces per pack
8	Klebestift, transparent, 6 Stück pro Packung (je 22 g)	8	Glue stick, transparent, 6 pieces per pack (22g each piece)
10	Fineliner 0.4 mm Nadelspitze Schwarz	10	fineliner pen, 0.4mm, needle tip, black
6	Kleberoller Permanent, 8,4 mm x 10 m	6	adhesive roller, 8.4mm x 10m
20	Heftklammern 24/6, 1000 Heftklammern	20	Staples, 24/6, 1,000 staples per pack
10	Heftklammern 25/10, 1000 Heftklammern	10	Staples 25/10, 1,000 staples per pack
3	Non-permanent Whiteboard-Marker Schwarz, 1.5-3mm	3	whiteboard marker, black, non-permanent, 1.5-3mm

1	Kugelschreiber Schwarz Fein 0.3 mm 50 Stück	1	ballpoint pen, black, fine, 0.3 mm, 50 pieces per pack
1	Abziehstreifen Briefumschläge Braun 229 (B) x 324 (H), 250 Stück	1	Envelope, C4, 229x324mm, 120 g/m ² , with pull off strips (pack of 250 pieces)
10	DIN A4, Druckerpapier 80 g/m ² Weiß, 5 Pack à 500 Blatt	10	A4 copy paper, 80gsm, white, 5 packs of 500 sheets per pack
1	LQ350 EPSON Farbband	1	LQ350 EPSON ribbon
Reinigungsmittel		Cleaning supplies	
50	Kosmetiktücher, 2-lagig, mindestens 100 Blatt pro Box/Packung	50	Cosmetic tissues, 2-ply, at least 100 sheets per box/pack
8	Falthandtücher, Z-Falz, weiß, 2-lagig, 3750 Blatt (Größe: 250 x 230 mm)	8	Folded hand towels, Z-fold, white, 2-ply, 3750 blatt (size: 250 x 230 mm)
6	Toilettenpapier, 3-lagig, weiß, 48 Rollen à 200 Blatt pro Packung/Karton	6	Toilet paper, 3-ply, white, 48 rolls with 200 sheets per pack/carton
10	Flüssiges Geschirrspülmittel, 400ml, frische Zitrone	10	Liquid dishwashing detergent, 750ml, fresh citrus
5	Küchentücher, 3-lagig, weiß – 8 Rollen à 45 Blatt pro Packung	5	kitchen towel, 3-ply, white x8 rolls of 45 sheets per pack
2	Flüssigseife Flüssig Weiß, 5L	2	Liquid soap, mild, anti-bacterial, white, 5L
3	Spülmaschinentabs 28 Stück	3	Dishwashing tablets, 28 tablets