



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BOTSCHAFT DER REPUBLIK DER PHILIPPINEN
BERLIN



REQUEST FOR QUOTATION

PROCUREMENT OF VARIOUS OFFICE AND OTHER SUPPLIES

The Embassy of the Philippines in Berlin intends to procure various office and other supplies.

In view of this, interested companies are invited to submit their quotation/offers for the following project:

Project Name:	Procurement of various office and other supplies
Approved Budget of Contract:	€4,450.00
Specifications:	Please see attached Price Quotation Form
Location:	Luisenstrasse 16, 10117 Berlin
Date of Delivery:	Within 15 days from receipt of the Notice to Proceed
Mode of Payment:	Bank transfer

Interested companies are requested to submit their duly accomplished Price Quotation Form not later than **5:00pm of 3 December 2025**, by mail at the above address or via email at **mylah.rubio@dfa.gov.ph**. Please note that quotations submitted must already include VAT and other lawful charges, such as delivery /handling fees and insurance.

The Embassy reserves the right to withdraw the proposal and to reject all quotations at any time prior to the award of the contract without incurring any liability.

For further information and/or queries, please call **+49 (0) 30 864 95 0403** or write an email to the above email address.


GERARDO P. ABIOG
Chairperson, Bids and Awards Committee

Noted by:


IRENE SUSAN B. NATIVIDAD
Head of Post and Head of the Procuring Entity

26 November 2025, Berlin

QTY	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)
10	pcs	USB Stick 256 MB		
5	pcs	SSD Drives 2 TB		
10	packs	A4 bond paper		
10	pcs	Frames A4 for certificates		
15	pcs	Dymo Cartridge		
25	pcs	Blue signpen		
25	pcs	Black signpen		
25	pcs	Red signpen		
10	packs	whiteboard erasable pens		
10	packs	Papert towels		
50	pcs	toiletbowl balls		
20	pcs	dishwashing liquid		
50	pcs	liquid handsoap		
2	sets	knives		
5	packs	table napkins		
5	packs	disposable plates		
5	packs	disposable cups		
5	packs	disposable spoons		
5	packs	disposable forks		
5	packs	disposable trays		
2	pcs	carafe		
2	sets	glasses		
2	sets	cuttleries		
5	pcs	kitchen carpets		
1	pcs	red carpet		
		xxxxxxxxxx		
			ABC	€4,450.00

Company _____

Contact Person _____

Address _____

Telephone No. _____

Email _____