

**REPUBLIC OF THE PHILIPPINES  
PHILIPPINE EMBASSY  
BRUSSELS, BELGIUM**

**REQUEST FOR QUOTATION**

The Philippine Embassy in Brussels, Belgium will undertake procurement of "Office Supplies" in accordance to Section 53.9 of the Implementing Rules and Regulations of the Republic Act No. 9184. The details of the project are as follows:

Name of Project: Procurement of Office Supplies  
Location: Philippine Embassy, 297 Avenue Moliere, 1050 Ixelles  
Specifications: Please see attach Annex A for the list

Please submit a signed quotation and indicate your acceptance of the attached specifications for the procurement. The Embassy accepts quotations submitted directly or email at the following address:

- 297 Avenue Moliere 1050 Ixelles
- Email: [brusselspe.bac@gmail.com](mailto:brusselspe.bac@gmail.com)

For inquiries, you may contact the Embassy at 02-340-3377 ext. 90.

  
**FRANCIS S. BERME**  
CANVASSER

  
**EMILLET A. PALOMIQUE**  
ADMINISTRATIVE OFFICER

## PRICE QUOTATION FORM

(DATE)

Philippine Embassy, Brussels  
 297 Avenue Moliere  
 1050 Ixelles, Belgium

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project as follows:

Office Supplies	Quantity	Unit
A4 80Gr Bond paper (5 reams/box)	50	box
Lever workbook for ft A4, 8 cm back (1080)	50	pc
lever workbook for ft A4, back of 5 cm (1050)	50	pc
Gallery Kraft Pouches ft 230 x 310 mm, adhesive tape, box of 250 pieces	2	pack
Gallery Kraft Pouches big size	2	pack
Leitz with blue quote, ft A4	200	pc
Tipp-Ex correction driver Easy Correct 1 correction driver	24	pc
Pritt glue stick large	24	pc
Celfix Crystal Clear Adhesive Tape	24	pc
Clip foldback - small	10	box
Clip foldback - medium	10	box
stamp pad	5	pc
Pelikan black ink pad	3	pc
Pelikan blue ink pad	3	pc
Staple wire size 24/6	24	box
Uniball air Ballpen 0.7 blue	24	pc
Uniball air Ballpen 0.5 blue	24	pc
Uniball air Ballpen .02 blue	24	pc
Stabilo Boss Original Orange Highlighter	24	pc
Tissue - z type fold	2	box
HP Toner 80A	6	pc
HP Toner 85A	6	pc
HP Toner 05A	6	pc
HP Toner 12A	6	pc
HP Toner 83A	6	pc
Ink for HP Officejet 6820 Cyan 935XL	3	pc
Ink for HP Officejet 6820 Yellow 935XL	3	pc
Ink for HP Officejet 6820 Magenta 935XL	3	pc

Ink for HP Officejet 6820 Black 934XL	3	pc
Ink HP 957 XL black	3	pc
Ink HP 953 XL Magenta	3	pc
Ink HP 953 XL Yellow	3	pc
Ink HP 953 XL Cyan	3	pc
Rubber bands 200x18mm (100g)	24	pack
Corrugated box for filing, size: 54 x 41 x 37 cm	24	pc

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name of Company

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Name/Signature of Representative

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Contact No.