

**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 attached list (Annex A)

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: michael.nicolas@dfa.gov.ph

For inquiries, you may contact the Embassy at 02-340-3377 ext. 95.

  
**JOHN MICHAEL A. NICOLAS**  
Property Officer

**PRICE QUOTATION FORM**

Philippine Embassy  
297 Avenue Moliere  
1050 Ixelles, Belgium

Sir / Madam:

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

<b>Office Supplies</b>	<b>Quantity</b>	<b>Unit</b>
Date Stamp	4	piece
Inkless Stamp Pad	4	piece
Office/Desk Calculator	2	piece
Heavy Duty Stapler (20-25 sheets)	4	piece
Eyelet Hole Puncher / Pliers, #5	4	piece
Double Sided Adhesive Tape	10	piece
Pilot V-Ball Roller Pen, 0.5 (Black)	2	box
Pilot V-Ball Roller Pen, 0.5 (Blue)	2	box
Pilot V-Ball Roller Pen, 0.5 (Red)	2	box
Pilot G-Tec-C4, 0.4, (Black)	1	box
Pilot G-Tec-C4, 0.4, (Blue)	1	box
Uni-Ball Air Roller Ball Pen, 0.7 (Black)	1	box
Uni-Ball Air Roller Ball Pen, 0.7 (Blue)	1	box
Correction Fluid	2	box
Correction Roller / Tape	2	box
Rapid Staple Wire 24/6	20	box (1000s)
A4, Plain White, 80g	500	ream
Microsoft Office 2016 (CD + Key)	1	piece

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

\_\_\_\_\_  
Name and Signature of Representative

\_\_\_\_\_  
Contact Number