



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

**RFQ-008-2025**

## **REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Brussels, Belgium, intends to procure **two hundred (200) pieces of gel pen with Embassy branding.**

Quotations/proposals are to be submitted on or before **22 May 2025** via email at [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph) or in person at 297 Avenue Molière, 1050 Ixelles.

Price quotation shall be in Euro and shall include all taxes and other lawful charges. Your company is requested to submit a signed price quotation and indicate its acceptance of the attached technical specifications of this procurement.

For further information and clarification, please email the Property Section at [mari.santera@dfa.gov.ph](mailto:mari.santera@dfa.gov.ph) or call 0472 64 43 41.

Sincerely yours,

  
**PABLITO A. MENDOZA**  
Chairperson  
Bids and Award Committee

## **ANNEX A**

### **TECHNICAL SPECIFICATIONS**

#### **I. Background**

The Embassy of the Philippines in Brussels, Belgium intends to procure two hundred (200) gel pens with Embassy branding.

#### **II. Technical Specifications**

- Ink gel
- Pen color: blue with gold rose trim
- Ink color: blue
- With silicon top for use on tablets and smartphones
- With Embassy branding

#### **III. Invoicing and payment**

The company shall issue an invoice which includes the:

- Total price and price breakdown (inclusive of VAT and other lawful charges)
- Bank account name and bank account number

The Embassy shall pay the company upon receipt of the items.

## PRICE QUOTATION FORM

[ DATE ]

Philippine Embassy  
297 Avenue Moliere  
1050 Ixelles

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation:

Qty	Items	Specifications	Total Price (EURO)
200	Gel pens with Embassy branding		

(Amount in words)

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

Very truly yours,

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Name of Company

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Printed Name and Signature

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Contact Details