

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

REQUEST FOR QUOTATION

The Philippine Embassy in Brussels, Belgium will undertake procurement of "Printing of Embassy/Mission's Official Letterhead stationeries in A4" 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: Printing of Embassy and Mission's Official Letterhead stationeries in A4
Embassy – 8,000 sheets
Mission – 2,000 sheets (Total- 10,000 sheets)

Location: Philippine Embassy, 297 Avenue Moliere, 1050 Ixelles

Specifications: Business establishment should be located in Brussels; Supplier must use high quality materials in the production of the stationeries; Full payment shall be made upon receipt of official invoice or bill by mail; Payment shall be based on actual transactions /purchase.

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

The deadline for the submission of quotations is on or before 17h00 of 9 December 2019. For inquiries, you may contact the Embassy at 02-340-3373 ext. 87.


FRANCIS S. BERME
CANVASSER


EMILLET A. PALOMIQUE
ADMINISTRATIVE OFFICER

PRICE QUOTATION FORM

ANNEX "A"

(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:

PARTICULARS	AMOUNT (€)
Printing of Embassy/Mission's Official Letterhead stationeries in A4 Embassy – 8,000 sheets Mission – 2,000 sheets (Total- 10,000 sheets)	

(Amount in Words)

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

Very truly yours,

Name of Company

Name/Signature of Representative

Contact No.