



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID, SPAIN



REQUEST FOR QUOTATION

The Philippine Embassy in Madrid, Spain requests quotation for the procurement of office and other supplies for March 2025 to 31 December 2025 for the Embassy's official use.

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

Please see the attached Term of Reference (TOR) and the MS Excel file to be accomplished.

If interested your company may submit a quotation preferably with the inclusion of VAT (IVA) on or before 1700H, 18 February 2025.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 823 830, e-mail address: jefferson.ferrer@dfa.gov.ph.

Madrid, 05 February 2025

ERIC P. VALENZUELA
Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE
FOR THE FOR THE PROCUREMENT OF CY 2025 OFFICE AND OTHER
SUPPLIES
OF THE PHILIPPINE EMBASSY IN MADRID**

1. The list of supplies and specifications is hereto attached. (Marked as ANNEX A)
2. Interested bidder must be a reputable company with at least five (5) years of experience as supplier/distributor of office supplies and stationery.
3. Bidder must have a business address and registration in Madrid, Spain.
4. Bidder must indicate the current price per unit in Euros of each item listed. Any change of price will be subject to approval of the Embassy.
5. Supplies must conform with the specifications and delivery requirements of the Embassy;
6. Bidder must be able to deliver the majority of items stated in Annex A (list of supplies);
7. Company must agree to the following terms:
 - Payment shall be made through bank transfer on monthly or quarterly basis after receipt of the bill.
 - Orders could be made on monthly/quarterly basis depending on the need of the Embassy.
 - The office supplies and quantity listed are *only indicative*. The Embassy shall only procure and pay the necessary supplies and quantity on a per need basis.

MARCH to DECEMBER 2025 (de marzo a diciembre de 2025)				Annex A
Item & Specification	Unit of Measure	Quantity Requirement	Price in Euro unit of measure without taxes (21%)/ Please put per unit price only (Por favor, indique sólo el precio unitario)	TOTAL
OFFICE SUPPLIES				
1 A4 bond paper	ream	200		
2 A4 bond paper Embassy letterhead - 1000 pcs per ream	ream	4		
3				
4 UNISYSTEM Folder Carpeta Gomas	piece	120		
5 Blue folder for archiving 45mm	piece	200		
6 Blue folder for archiving 70mm	piece	200		
7 Invitation cards 150x190mm	piece	1000		
8 Special envelopes 162x229mm	piece	1000		
9 Brown envelope A4	piece	500		
10 Brown envelope, folio size	piece	500		
11 Brown envelope, folio plus	piece	500		
12 Envelope with Bubbles	piece	500		
13 Pilot blue ballpen 0.5	box	10		
14 Pilot blue ballpen 0.7	box	10		
15 Pilot black ballpen 0.5	box	10		
16 Pilot black ballpen 0.7	box	10		
17 Ballpen Blue & Black	box	10		
18 Plastic envelope A4 216x303	pack	10		
19 A3 Bond Paper	ream	5		
20 Post-it 3M 76x76mm	pack	50		
21 Post-it 3M 76x127mm	pack	30		
22 Corrector tape PRITT	boxes	80		
23 PRITT paste 22gr	boxes	100		
24 EDDING Permanent Marker black	pack	10		
25 EDDING Permanent Marker blue	pack	10		
26 STABILO marker	pack	10		
27 APLI Label stickers	pack	8		
28 Number turn rolls	pack	12		
29 Leitz Notebook	piece	6		
30 Validating Tape	pack	80		
31 APLI Picture paper	pack	10		
32 3M Double Adhesive Tape	piece	6		
33 Packing Tape	piece	24		
34 Staple wire Petrus 202	boxes	6		
35 Masking Tape 48x45mm	piece	10		
36 Document cover 115x165mm	pack	20		
37 Paper fastener	pack	15		
38 Fold back clips 19mm	pack	10		
39 Fold back clips 25mm	pack	10		
40 Fold back clips 32mm	pack	10		
41 Fold back clips 41mm	pack	10		
42 Fold back clips 45mm	pack	10		
43 Electric staple wire refill	pack	15		
44 Rubber bands	box	40		
45 Special paper	reams	20		
46 Rope (per roll)	roll	10		
47 paper clips	boxes	80		
48 colored ribbon	roll	20		
49 pencil	box	6		
50 ink pad	piece	6		
51 Paper Roll (Brown)-50 meters	roll	2		
52 Envelope bubble, 270 x 360 mm (10/pack)	pack	5		
53 Envelope bubble, 350 x 470 mm (10/pack)	pack	5		
54 Stamp pad ink	piece	10		
55 Eyelets No. 5 - DFA	case	20	Orders from DFA-Manila	
56 Sealing Wax - DFA	piece	50		
57 Folder Expanding A4 - DFA	box	3		
58 Envelope Expanding Legal - DFA	box	3		
OTHER SUPPLIES AND MATERIALS EXPENSES				
1 First-Aid Kit & Medicines	piece	2		
2 Personalized cards w/ seal for HOP -DFA	pack	1		
3 Note Verbale with address, white envelope 260 x 360mm, 250 pieces per box	box	6		
4 Battery size AA, 4pcs/packet	pack	20		

5	Battery, size AAA, alkaline 4 pcs./packet	pack	20		
6	Battery A23 Maxell	piece	20		
7	Signage	piece	2		
8	Remote Control	piece	3		
9	Scottex papel higienico, 16 rolls/pack	pack	20		
10	Garbage bag 800x1050mm (black)	pack	30		
11	Garbage bag 550x600mm (green)	pack	30		
12	Ambipur Airspray	piece	10		
13	Kitchen tissue jumbo, industrial paper 1212 (2 uds)	pack	15		
14	Tork Smart One 47 x 22 x 42 (pack-6)	pack	25		
15	Facial tissue (Panuelo)	box	20		
17	Hand towel 21 x 22cm, Amoos	box	10		
18	KL Bact liquid multipurpose cleaner	piece	20		
19	Fairy P&G 1.5L (disswashing liquid)	piece	20		
20	Bleach	piece	8		
21	Handsoap 500ml	piece	30		
22	All purpose brush	piece	2		
23	Mop (with handle)	piece	2		
24	Floormats	piece	4		
25	Cleaning Cloth/Rugs	piece	6		
26	LIGHT BULBS	piece	20		
27	Extension Cord (Regleta de enchufes) 5m, 5 sockets	piece	2		
28	Face Mask Surgical (Quirurgica), 50 pcs/box	box	50 boxes		
29	Face Mask FFP2, 20 pcs/box	box	20 boxes		
30	Disposable Gloves (100/box)	box	10 boxes		
31	Wet wipes	pack	40		
32	Disinfectant gel	bottle	20		
33	Gues Book with out logo	piece	2		
34	Disposable Bowl 500ml, 100pcs per pack	pack	10		
35	Disposable plate 18cm, 100 pcs per pack	pack	10		
36	Disposable plate 22cm, 100 pcs per pack	pack	10		
37	Fork plastic, 100 pcs per pack	pack	10		
38	Spoon plastic, 100 pcs per pack	pack	10		
39	Guest Book with LOGO - DFA	piece	2		
40	ASEAN Flag Standard Size, Nylon, 3 x 6 ft. (purchase from DFA)	piece	30	Orders from DFA-Manila	
41	UN Flag For Indoor, Satln, 3 x 6 ft. (purchase from DFA)	piece	3		
42	Spanish Flag for Indoor - Satln with Tussle, 3 x 6 ft. (purchase from DFA)	book	3		
SEMI-EXPENDABLE EXPENSES - OFFICE EQUIPMENT					
1	Stapler Petrus Metal	piece	10		
2	Staple Wire Remover	piece	10		
3	Shiny Dater 918	piece	4		
4	Automatic Stamp	piece	6		
5	Namestamp (per need basis)	piece	6		
6	Embassy seal stamp (per need basis)	piece	7		
7	Embassy logo stamp (per need basis)	piece	10		
8	Manual Dater	piece	6		
9	Puncher	piece	4		
10	Scissors	piece	20		
11	Cutter	piece	10		
SEMI-EXPENDABLE EXPENSES - ICT EQUIPMENT/ICT Supplies					
1	TONER HP P1005 CB435A	piece	0		
2	USB 16 GB, 3.0 (ICT Supplies)	piece	20		
3	External Drive 1TB	piece	6		
4	HP 304 ink color	piece	5		
5	HP 304 Ink black	piece	5		
6	Epson ERC-31B	piece	5		
7	Epson ERC-38B	piece	5		
11	HP XL 62 color	piece	5		
12	HP XL 62 black	piece	6		
13	Ricoh Aficio SP C830DN	piece	0		
14	Zebra ZC100/300 Series,Y/M/C/K Card Reader Ribbon	piece	40		
15	Zebra PVC Card Plain White, 104523-111 (500 cards per box)	box	20		
SEMI-EXPENDABLE - FURNITURE AND FIXTURES					
1	Office Chair	piece	10		
2	Folding Table	piece	5		

3	Consular Chair	piece	18	
4	Indoor Office Seal 21" - purchase from DFA	piece	10	Orders from DFA-Manila
5	Office Seal for Rostrum 12" - purchase from DFA	pieces	2	
TOTAL WITHOUT (SIN) IVA				
GRAND TOTAL (+ 21% IVA)				