



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 2026 to 31 December 2026 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, 13 February 2026.

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, 26 January 2026

ERIC P. VALENZUELA

Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE
FOR THE FOR THE PROCUREMENT OF CY 2026 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. Bidder must be able to provide price per item to at least 90 percent of the supplies listed;
8. 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.