

**REQUEST FOR QUOTATION FOR THE LEASE OF
TWO PHOTOCOPYING MACHINES FOR A PERIOD OF TWELVE (12) MONTHS**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Fourteen Thousand Australian Dollars (A\$14,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of two (2) photocopying machines for a period of twelve months from 01 March 2024 to 28 February 2025.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Specifications	Approved Budget for the Contract
Lease of two photocopying machines with the following specifications: - Two (2) photocopiers with coloured printing and capacity to copy and scan <i>All quotes must be inclusive of installation and delivery/pick up cost and GST</i>	A\$14,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 24 January 2024** located at 1 Moonah Place, Yarralumla, ACT 2600, or email address cbrpe@philembassy.org.au.
4. The Philippine Embassy reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected supplier(s)/contractor(s).
5. For further information, please contact:

BAC Secretariat
Philippine Embassy in Canberra
1 Moonah Place, Yarralumla, ACT 2600
Tel. No. 6273-2535; Fax No. 6273-2356
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

16 January 2024