

**REQUEST FOR QUOTATION FOR THE LEASE OF  
TWO (2) PHOTOCOPYING MACHINES FOR A PERIOD OF TWELVE MONTHS  
FROM 01 MARCH 2026 TO 28 FEB 2027**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Fifteen Thousand Australian Dollars (A\$15,000.00) 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 2026 to 28 February 2027.
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
<p>Lease of two (2) photocopying machines with the following specifications:</p> <ul style="list-style-type: none"><li>- Two (2) multifunction photocopiers with color printing, copying, and scanning capabilities</li><li>- Print speed: up to 55 pages per minute</li><li>- Print resolution: up to 1200 × 2400 dpi</li><li>- Supports USB and wireless printing</li></ul> <p><i>All quotes must be inclusive of installation and delivery/pick up cost and GST</i></p>	<p>A\$15,000.00</p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 13 February 2026** located at 1 Moonah Place, Yarralumla, ACT 2600, or email address [cbrpe@philembassy.org.au](mailto: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  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**RAINIER J. CASIS**  
BAC Chairperson

Canberra, 05 February 2026