

**REQUEST FOR QUOTATION  
FOR MAINTENANCE, HOSTING, UPGRADING AND UPDATING OF WEBSITE, CLOUD  
SERVICES, AND OFFICIAL “PHILEMBASSY” EMAIL ADDRESSES,  
OF THE PHILIPPINE EMBASSY IN CANBERRA FOR A PERIOD OF  
TWELVE MONTHS FROM JANUARY TO DECEMBER 2025**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Twenty Thousand Australian Dollars (A\$20,000.00) only, being the Approved Budget for the Contract (ABC) for payments under the contract for the maintenance, hosting, upgrading and updating of website, cloud services, and official “philembassy” email addresses of the Philippine Embassy in Canberra for a period of twelve months from January to December 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
Maintenance, hosting, upgrading and updating of the following for a period of 12 months, from January to December 2025: <ol style="list-style-type: none"> <li>1. Embassy website <a href="http://www.philembassy.org.au">www.philembassy.org.au</a></li> <li>2. Cultural Gallery website <a href="http://cultural.philembassy.org.au">cultural.philembassy.org.au</a></li> <li>3. Official “philembassy” email addresses and the Embassy’s google workspace</li> <li>4. CLOV Services (Jan-June 2025)</li> <li>5. AI Chatbot 2025</li> </ol>	A\$19,000.00
<i>All quotes must be inclusive of GST</i>	

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 18 December 2024** 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. (02) 6273 2535; Fax No. (02) 6273 3984  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**AIAN A. CARINGAL**  
 BAC Chairperson