

**REQUEST FOR QUOTATION
FOR THE ANNUAL CLEANING AND MAINTENANCE OF TWENTY (20)
AIR-CONDITIONING UNITS AT THE PHILIPPINE EMBASSY IN CANBERRA**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Two Thousand Eight Hundred Australian Dollars (A\$2,800.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the cleaning and maintenance of twenty (20) air conditioning units at the Philippine Embassy in Canberra.
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
Cleaning and maintenance of twenty (20) air-conditioning units, including the following scope of work: 1. Check full operation and performance of each unit; 2. Clean filters of each indoor unit; 3. Clean fins of each outdoor unit; 4. Check refrigerant gas pressures; 5. Inspect the electrical components; 6. Check the proper operation of the drainage system; and, 7. Provide a maintenance report detailing the work performed and the condition of each unit.	A\$2,800.00 <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 21 October 2026** located at 1 Moonah Place, Yarralumla, ACT 2600 or email address bac.secretariat@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: bac.secretariat@philembassy.org.au


SHEILA MARIE C. TARIO
BAC Chairperson