REQUEST FOR QUOTATION
FOR THE LEASE OF ICT EQUIPMENT (DESKTOP PC) FOR USE OF THE PHILIPPINE EMBASSY IN CANBERRA FOR THE PERIOD 10 JANUARY 2027 TO 09 JANUARY 2028

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Thirty-Six Thousand Australian Dollars (A$36,000.00) only, being the Approved Budget for the Contract (ABC) for payments under the contract for the lease of ICT equipment (desktop PC) for use of the Philippine Embassy in Canberra for the period 10 January 2027 to 09 January 2028.

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 sixteen (16) units of Desktop PCs from 10 January 2027 to 09 January 2028, with the following specifications: • Fifteen (15) units of Desktop Computers with **at least** 16GB RAM and 256GB SSD storage, equipped with processors offering Intel Core i5 or equivalent or higher performance. • One (1) set Desktop PC with Intel Core i5 12th Generation processor or equivalent or higher performance, 16GB RAM and minimum 256 SSD storage, with DVD-RW drive. • Sixteen (16) licenses of fully licensed office productivity software, with word processing, spreadsheet, and presentation applications, compatible with commonly used office document formats. • Sixteen (16) keyboards. • Sixteen (16) mouse units. All units must be in good working condition and ready for office use. The supplier must ensure that all units and their components, including speakers, microphones, cameras, and other built-in or supplied peripherals, are checked and tested for proper operation prior to delivery. All units must include delivery, installation, configuration, and testing.	**A$36,000.00** *All quotes must be inclusive of GST, delivery and installation.*

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office located at 1 Moonah Place Yarralumla ACT 2600 or email address bac.secretariat@philembassy.org.au **on or before 24 November 2026.**

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
Email address: bac.secretariat@philembassy.org.au

SHEILA MARIE C. TARIO
BAC Chairperson

Canberra, 16 November 2026