

**REQUEST FOR QUOTATION FOR THE LEASE OF
TWO PHOTOCOPYING MACHINES FOR A PERIOD OF TWELVE MONTHS
FROM 01 MARCH 2025 TO 28 FEB 2026**

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 2025 to 28 February 2026.
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 28 January 2025** 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
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

20 January 2025