

**REQUEST FOR QUOTATION**  
**FOR THE ANNUAL CLEANING AND MAINTENANCE OF SIXTEEN (16)**  
**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 Three Hundred Australian Dollars (A\$2,300.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the cleaning and maintenance of sixteen (16) 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               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <p>Cleaning and maintenance of 16 air conditioning units with the following scope of work:</p> <ol style="list-style-type: none"><li>1. Check full operation of each unit;</li><li>2. Clean filters of each indoor unit;</li><li>3. Clean fins of each outdoor unit;</li><li>4. Check gas pressures;</li><li>5. Check electrical components;</li><li>6. Check drainage operation; and,</li><li>7. Provide maintenance report</li></ol> <p><i>All quotes must be inclusive of GST</i></p> | <p style="text-align: center;">A\$2,300.00</p> |

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 30 October 2025** 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, 22 October 2025