

**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF SECURE DESTRUCTION OF RECORDS
AUTHORIZED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES
FOR FY2025**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Three Thousand Five Hundred Australian Dollars (A\$ 3,500.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of secure destruction of records authorized by the National Archives of the Philippines for FY2025.
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 (ABC)
Secure destruction of records entailing the following: 1. Destruction of records with volume of twenty (20) 240-liter bins; 2. Onsite and witnessed destruction; and 3. Issuance of Certificate of Destruction upon completion of the process.	AU\$ 3,500.00 <i>All quotes must be inclusive of GST and delivery charges</i>

2. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 04 November 2025** located at 1 Moonah Place, Yarralumla ACT 2600 or email address: cbrpe@philembassy.org.au.
3. 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).
4. For further information, please contact:

BAC Secretariat
Philippine Embassy in Canberra
1 Moonah Place, Yarralumla ACT 2600
Tel. No.: (02) 6273-2535/6
Email Address: cbrpe@philembassy.org.au


RAINIER J. CASIS
BAC Chairperson

Canberra, 27 October 2025