

**REQUEST FOR QUOTATION FOR THE
PROCUREMENT OF NOTEBOOKS WITH PEN FOR USE
OF 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 One Thousand Eight Hundred Australian Dollars (A\$1,800.00) only, being the Approved Budget for the Contract (ABC) for payment under the contract for the procurement of 150 notebooks with pen for use of 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 / Requirements	Approved Budget for the Contract (ABC)
Purchase of Notebooks with Pen with the following specifications: • Type: Notebook with Pen • Quantity: 150 pieces • Size: Approximately A5 • Color: Blue Notebook and blue pen • Pen Ink: Black or blue ink • Print: Includes custom design (see attached template/pattern)	A\$ 1,800.00 <i>All quotes must be inclusive of GST and shipping/delivery fees, if applicable</i>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 15 September 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.: (02) 6273-2535
Email Address: bac.secretariat@philembassy.org.au


SHEILA MARIE C. TARIO
BAC Chairperson

NOTEBOOK AND LOGO DESIGN

