

**REQUEST FOR QUOTATION  
FOR THE LEASE OF TWO (2) PHOTOCOPY MACHINES FOR THE PHILIPPINE  
EMBASSY IN CANBERRA FROM 01 FEBRUARY TO 31 DECEMBER 2018**

1. The Philippine Embassy in Canberra, through authorized appropriations under the General Appropriations Act, intends to apply the sum of Eight Thousand Australian Dollars (A\$8,000) only, being the Approved Budget for the Contract (ABC) to payments under the contract to lease two (2) photocopy machines for 11 months (01 February to 31 December 2018) for 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	Quantity	Approved Budget for the Contract
Lease of photocopy machines with the following specifications: <ol style="list-style-type: none"> <li>1. Copy, print and scan functions;</li> <li>2. Integrated with existing network system;</li> <li>3. High speed scanning; and</li> <li>4. Option to have stapling included.</li> </ol>	2 units	A\$8,000 for 11 months or A\$727.27/month including GST

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 29 January 2018** 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. 2823-8500; Fax No. 2866-9885  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**NINA P. CAINGLET**  
 BAC Chairperson
   


22 January 2018, Canberra