

**REQUEST FOR QUOTATION
FOR THE LEASE OF TWO PHOTOCOPIING MACHINES FOR A PERIOD OF TWELVE
MONTHS**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Twenty Thousand Australian Dollars (A\$20,000) only, being the Approved Budget for the Contract (ABC) to payments under the contract for lease of two photocopying machines for a period of twelve months.
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 (2) photocopying machines with the following specifications: 1. One photocopier with colored printing and capacity to copy and scan; and 2. One photocopier with capacity to copy and scan.	A\$20,000.00 <i>All quotes must be inclusive of GST</i>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 14 February 2020** 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. 02 62732535
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

05 February 2020, Canberra