

**REQUEST FOR QUOTATION
FOR THE QUARTERLY CLEANING AND MAINTENANCE OF
16 AIR CONDITIONING UNITS AT THE EMBASSY**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Two Thousand Australian Dollars (A\$2,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the quarterly cleaning and maintenance of sixteen (16) air conditioning units at the Embassy.
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
1. Check full operation of each unit; 2. Clean filters of each indoor unit; 3. Clean fins of each outdoor unit; 4. Check gas pressures; 5. Check electrical components; 6. Check drainage operation; and, 7. Provide quarterly maintenance report	A\$2,000.00
<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 19 November 2021** 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. 6273-2535; Fax No. 6273-2356
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

11 November 2021, Canberra