

**PHILIPPINE CONSULATE GENERAL  
SYDNEY, AUSTRALIA**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Philippine Consulate General in Sydney, through its Bids and Awards Committee (BAC), hereby invites all interested stores/suppliers, to quote their lowest price on the item listed below, subject to the General Conditions stated herein, and submit the same not later than **7 September 2025**. The online catalogue of stores/suppliers containing the prices of items may be accepted.

**NAME OF PROJECT:** Procurement of one (1) Comb Electric Binding machine for the official use of the Philippine Consulate General located at No. 27-33 Wentworth Avenue, Sydney New South Wales 2000.

**APPROVED BUDGET FOR THE CONTRACT:** AU\$2,056.00 - (Php85,420.57) approx./including GST, taxes, delivery and other lawful charges

**TERMS OF REFERENCE AND SPECIFICATIONS**

| <b>ITEM/<br/>OFFICE EQUIPMENT</b>          | <b>SPECIFICATIONS/<br/>KEY FEATURES</b>  |
|--|--|
| One (1) unit Comb Electric Binding Machine | <ol style="list-style-type: none"><li>1. Comb Binding designed for durability and quality.</li><li>2. Electronically punching and binding design;</li><li>3. Capable of binding documents up to 500 sheets with maximum comb width of 50mm;</li><li>4. Front access full size storage tray for materials and documents; and</li><li>5. The machine has two (2) year Manufacturer's Warranty;</li></ol> |

1. Quoted price (inclusive of GST, taxes, delivery and other applicable charges);
2. Winning bidder and supplier is required to sign procurement documents such as the following:  
a) Contract of Agreement; b) Notice to Proceed; and c) Purchase Order;
3. Must include the warranty of the product;
4. Mode of payment may be made through Electronic Fund Transfer (EFT) or bank to bank transfer; and
5. The delivery of product and full payment should be no later than 31 December 2025.

For further inquiries, please contact the Philippine Consulate General in Sydney at [sydney.pcg@dfa.gov.ph](mailto:sydney.pcg@dfa.gov.ph)  
The quotation may be submitted through email or delivered to the address below:

To: Bids and Awards Committee Secretariat  
Philippine Consulate General  
Philippine Centre, Level 1  
27-33 Wentworth Avenue, Sydney NSW 2000

The Philippine Consulate reserves the right to accept or reject quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s).

The Philippine Consulate assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

**27 August 2025, Sydney**