

**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 agencies/companies, to quote their lowest price on the project proposal listed below, subject to the General Conditions stated herein, and submit the same not later than **16 September 2022**. Interested companies may schedule an onsite inspection of the project during the period 09-16 September 2022:

NAME OF PROJECT : Replacement of phone handsets with intercom system connected to the automatic glass door at the entrance lobby of the Chancery located at Level 1, 27-33 Wentworth Avenue Sydney, New South Wales 2000

APPROVED BUDGET FOR THE CONTRACT: AUD3,038.75 (inclusive of GST)

TERMS OF REFERENCE/SCOPE OF WORK

- Replacement of defective phone handsets with intercom system connected to the automatic glass door at the entrance lobby of the Chancery
- Connect the phone handsets with intercom to the automatic glass door
- Install three (3) new phone handsets to the following areas of the Consulate: Main office, Passport and Notarial areas
- Connect all new handsets to the automatic glass

Quotations should also include the following:

- Terms/mode of payment;
- Remove existing old and damaged gate, damaged timber from wall and dispose all waste/rubbish from the work premises on a daily basis until the completion of the project;
- Use of high quality material for this work;
- All work area should be protected to prevent damage to the property;
- Timeframe and work schedule for the completion of the project (Note: the project should be completed within two months upon signing of the contract);
- Inclusion insurances and warranty in accordance to the NSW Fair Trading Act.

Interested companies are requested to provide their project cost and detailed program/work schedule.

For further inquiries, please contact the Philippine Consulate General in Sydney at telephone no. (02) 9262-7377 ext. 102 or send a message to 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 any quotations, to waive any minor defects therein, to annul the procurement process, to reject all quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s)/contractor(s).

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

09 September 2022, Sydney