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**PHILIPPINE CONSULATE GENERAL
SYDNEY, AUSTRALIA**

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Philippine Consulate General in Sydney, through its Bid and Awards Committee (BAC), hereby invites all interested agencies/companies and individuals, to quote their lowest price on the item listed below, subject to the General Conditions stated herein, and submit the same not later than **25 November 2022**. The online catalogue of stores/suppliers containing the prices of items is accepted.

NAME OF PROJECT: Procurement of One New (1) Fire Proof/Resistant Filing Cabinet for the official use of the Philippine Consulate General, Sydney located at Philippine Centre Level 1 27-33 Wentworth Avenue Sydney, NSW 2000 Australia

The Philippine Consulate General in Sydney invites submission of quotations for the aforementioned project described as follows:

ITEMS	SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT
One (1) New Fire Proof/Resistant Filing Cabinet (4 drawers vertical)	<u>Height</u> - from 1406mm to 1508mm <u>Width</u> - from 528mm to 570mm <u>Depth</u> - from 675mm to 700mm <u>Locking Mechanism</u> – Key and Digital	AUD\$3,158.06 (approx./including GST, delivery, installation and other taxes) PHP107,740.39

TERMS OF REFERENCE

1. Proposed Quotation;
2. Installation;
3. Delivery fee;
4. Disposal of all waste/rubbish;
5. Mode of payment must be inclusive of GST, delivery, installation and other applicable charges;
6. The delivery date and payment should no later than **22 December 2022**.

For further inquiries, please contact the Philippine Consulate General in Sydney at 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 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.

18 November 2022, Sydney