

**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/supplier, to quote their lowest price on the item listed below, subject to the General Conditions stated herein, and submit the same not later than **18 October 2024**. The online catalogue of stores/supplier containing the prices of items may be accepted.

NAME OF PROJECT: Procurement of one (1) Shredder (heavy duty) for the official use of the Philippine Consulate General Sydney located at 27-33 Wentworth Avenue, New South Wales, 2000 Australia.

ITEMS/EQUIPMENT	SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT
One (1) Shredder	1. Heavy duty; 2. Powershred Strip-cut Shredder 325i; 3. Must be able to shred a minimum of 26 sheets of paper per cut and turning it into 5.8 mm strips including CDs, credit cards, staples, paper clips and DVDs.	AU\$3,077.63 (approx./including GST, delivery and other taxes) Php127,062.32

TERMS OF REFERENCE

1. Quoted price must be inclusive of GST and other 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 products;
4. Mode of payment may be made thru EFTPOS or bank transfer; and
5. The delivery/purchased date and full payment should be no later than 31 December 2024.

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 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.

11 October 2024, Sydney