

REPUBLIC OF THE PHILIPPINES
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BANGKOK, THAILAND

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Bangkok, Thailand intends to lease three (3) photocopying machine units for a one-year period for its official use, and would like to request a quotation from your company. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The following are the terms and conditions of the request for quotation:

- Name of Project : One-Year Contract for the Lease of Three (3) Photocopying Machine Units
- Specifications : Inclusive of three (3) photocopying equipment
Lease period is from 01 January 2022 to 31 December 2022
Black and white print
Print speed of at least 55 pages per minute
Printing resolution of at least 1200 x 1200 dpi
Memory of 4GB, HDD 160GB, Touch screen
Inclusive of toner and other consumables that are necessary to keep the machines serviceable.
Inclusive of repair and maintenance services.
- Approved budget : Not to exceed THB216,000.00 (exclusive of usage charges)
- Payment : Send-bill arrangement.

Please submit a signed quotation and indicate your acceptance of the said services for procurement. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address and fax numbers:

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **14 December 2021, 1700h**. Should you require further information and clarification, you may contact the Embassy at telephone no. +662 259 0139 ext. 120.

Very truly yours,

(signed)

BEATRIZ INES L. HERRERA-DAVILA
Head, Bids and Awards Committee Secretariat

09 December 2021