

REQUEST FOR QUOTATIONS FOR ANNUAL LEASE OF THREE (3) PHOTOCOPIER MACHINES FOR OFFICIAL USE OF THE EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

The Embassy of the Republic of the Philippines in New Delhi, located at 50-N Nyaya Marg, Chanakyapuri, New Delhi 110021, is seeking quotations for the annual lease of three (3) photocopier machine units for official use.

Through the General Appropriations Act, the Embassy has allocated a budget of **INR 208,152.00** for the procurement of this service. The Approved Budget for the Contract (ABC) is **INR 208,152.00**. Interested suppliers and service providers are invited to submit their quotations with the following details:

Qty.	Name	Specifications / Description	Approved Budget of the Contract (including tax and other lawful charges)
1	Annual lease of three (3) photocopier machine units	<p>The Embassy requires an annual lease of three (3) photocopier machine units, complete with all necessary supplies, maintenance, and support services.</p> <p>The following are the detailed specifications of the required photocopier machines:</p> <ul style="list-style-type: none">- A3 size Multi-Functional network photocopier/printer machine;- Should not be older than 3 years from initial use;- With colored scanner and printer;- Automatic document feeder;- With duplex, USB, network, and wireless connection;- Able to print at 45ppm- DPI at 1200 x 1200 double-sided printing; and- Window 10 and 11 compliant.	INR208,152.00

To participate in the procurement process, interested suppliers may submit their open quotations directly to the Embassy through the email address ndpe.bac@gmail.com or by delivering it to the Embassy's physical address at 50-N Nyaya Marg, Chanakyapuri, New Delhi 110021. The quotation should not exceed the Approved Budget for the Contract (ABC) and must be accompanied by the required documents. The deadline for submission is on 30 March 2023 at 5:00 PM.

Please be advised that the Bids and Awards Committee (BAC) of the Embassy of the Republic of the Philippines reserves the right to accept or reject any offer and to cancel the procurement process at any time before awarding of contract without incurring any liability to the affected suppliers.

Sincerely yours,


MARK ANTHONY F. DIZON
Chairperson
Bids and Awards Committee

27 March 2023