

**PHILIPPINE EMBASSY
PHNOM PENH, CAMBODIA**

REQUEST FOR QUOTATION

The Philippine Embassy in Phnom Penh, Cambodia intends to lease two (2) units of photocopying machines for Embassy use from 01 March to 31 December 2025.

The details of the procurement are as follows:

- Name of Project : Lease of two (2) units of photocopying machines for Embassy use from 01 March to 31 December 2025
- Specifications : See attached Annex A for complete specifications, including the quotation form.
- Approved budget : Not to exceed USD \$3,600.00

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

- No. 182, Norodom Boulevard, Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Cambodia
- Fax nos. (+855) 23 215143
- Email: phnompenh.pe@dfa.gov.ph

The deadline for submission of quotations is 12:00 p.m. of 20 February 2025. For inquiries, please contact Ms. Arlene Pascasio-Racho at telephone No. (+855) 23 215143.

Very truly yours,

ARLENE C. PASCASIO-RACHO

Authorized Representative

17 February 2025

Annex "A"

(Please print in company's letterhead)

QUOTATION FORM

(DATE)

Philippine Embassy Phnom Penh, Cambodia
No. 182 Preah Norodom Blvd., Sangkat Tonle Bassac,
Khan Chamkarmon, Phnom Penh 12301, Kingdom of Cambodia

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

PARTICULARS	CONTRACT PRICE
<p>LEASE OF TWO (2) UNITS OF PHOTOCOPYING MACHINES</p> <ul style="list-style-type: none">• The contractor shall provide two (2) multifunctional colored laser photocopying machines from 1 March to 31 December 2025.• The machines should have the following features:<ul style="list-style-type: none">• Hi-speed printer, scanner and photocopying capabilities• Scan to searchable PDF• USB and SD card for printing• Wi-fi ready• Enlarge or reduce capabilities• Duplex printing• Collation multiple documents• A5, A4, Legal Size and A3 printing• Contractor shall provide technicians who will check, fix or maintain the leased equipment at no cost to the Embassy. Which includes parts/units which needs replacement.• Costs for the replacement of ink/toner/s and other consumable parts shall be included in the next billing period. Billing and payment shall be made on the first week of the following month.• Technician should be able to communicate in English. They are also expected to be available 24/7.• If the copier is broken or malfunctions, the contractor, at its own costs, shall promptly repair the copier and replace it with a new copier of the same or higher specifications for temporary use during such time. Moreover, if the copier function is disabled caused by a regular utilization more than 4 times a month, contractor shall promptly provide the other services which has an equivalent specification.• The contractor shall provide a regular scheduled maintenance as per factory's recommendation and repair or replace the normal worn out or failure part under normal utilization throughout duration of the contract. The contractor shall be liable for all cost of above-mentioned transactions. The maintenance will be done on a monthly basis or as necessary which will be considered and requested by the end-user.• The Embassy has the right to terminate the agreement if the contractor neglects to maintain or repair the copier into the normal usable condition by sending the notice to the contractor for 30 days in advance and without compensation.• Contractor shall receive payment on the 17th of the following month.	
TOTAL USD \$3,600.00	

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company

Name/Signature of Representative

Contact No.