



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**EMBAJADA DE LA REPUBLICA DE FILIPINAS**  
**MADRID**

**REQUEST FOR QUOTATION**

The Philippine Embassy in Madrid, Spain requests quotations for the rental of two (2) photocopying machines for the use of the Communications and Records Office and the Consular Office.

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

The details of the project are as follows:

**Specifications :**

Number of unit	Type	Technical requirements	Duration
2 units	Large business type machine, heavy duty. Color / black and white printing.	Multifunction: <ul style="list-style-type: none"><li>- Photocopying</li><li>- Scanning</li><li>- High resolution printing</li><li>- With LAN and wireless connection</li><li>- Free installation and networking</li><li>- One year free supply of toners and one year free technical assistance services.</li><li>- Black and white copies included: 3500 pages/month</li><li>- Color copies included: 1500 pages/month</li><li>- Provide monthly reading report</li></ul>	12 months – provide a monthly breakdown including VAT (IVA)

If interested, your company may submit a quotation preferably with inclusion of VAT (IVA) on or before 24 January 2024.

The Philippine Embassy reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 823 830, e-mail address: [madrid.pe@dfa.gov.ph](mailto:madrid.pe@dfa.gov.ph).



Madrid, 17 January 2024

  
**ERIC P. VALENZUELA**  
Chairperson, Bids and Awards Committee