



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
WASHINGTON, D.C.



RFQ- 2025- 007

REQUEST FOR QUOTATION

Project : **Lease of Seven (7) Photocopy Machines for the Official use of the Embassy**  
Delivery Location : 1600 and 1617 Massachusetts Avenue, NW, Washington DC 20036  
Date : 08 September 2025

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The Embassy of the Philippines in Washington DC, through its Bids and Awards Committee (BAC), intends to lease seven (7) photocopy machines for the day-to-day operations of the Embassy. This procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017 or Republic Act 12009.

Interested suppliers are requested to submit their lowest price quotation for the following items described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE/ JOB ORDER will be served to the supplier/contractor.
2. The Philippine Embassy hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied shall be subject to the usual inspection by the duly authorized representative of the Embassy.
4. The supplier shall clearly identify and state **WARRANTY period** for equipment and repair.
5. Payment shall be in US Dollar paid directly to the account of the winning supplier.
6. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
7. The validity period of the price quoted must appear in the quotation.
8. The deadline for submission of the quotation is not later than 16 September 2025.
9. Interested suppliers may submit their quotations to [property@phembassy-us.org](mailto:property@phembassy-us.org) or [admin@phembassy-us.org](mailto:admin@phembassy-us.org)

  
**JAIME RAMON T. ASCALON, Jr.**  
BAC Chairman

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QUANTITY	UNIT	PARTICULAR	AMOUNT
		1-year / 3-year lease photocopy machines	
5	pc	B/W photocopy machines	
2	Pc	Colored photocopy machines	

### TECHNICAL SPECIFICATIONS

#### A. Photocopy Machines:

1. Basic/Minimum Functions - Copy, Scan, Print
2. Connection - Network and WiFi
3. Paper Handling - At least letter size, legal size and letter envelopes; additional paper sizes are not required but preferred
4. Compatibility - all machine features must work and connect seamlessly with computers running on MacOS
5. Other features - document/paper feeders for letter and legal-size copy papers, built in cabinet/space for storing ink supplies

#### B. Breakdown of Photocopier Units and Location

- (5) Black and White photocopier unit- at least 40 copies per minute, Black and White print, color scan
  1. 2/F Communications Room, Main Chancery, 1600 Massachusetts Ave
  2. 3/F Library, Main Chancery 1600 Massachusetts Ave
  3. G/F Processing Section, Annex- Consular, 1617 Massachusetts Ave
  4. 3/F Annex Consular Building, 1617 Massachusetts Ave
  5. 3/F Annex Consular Building, 1617 Massachusetts Ave
- (2) Colored photocopier - at least 40 copies per minute, color print, color scan
  1. 2/F Admin Section, Main Chancery, 1600 Massachusetts Ave
  2. 3/F Finance Section, Main Chancery, 1600 Massachusetts Ave

#### C. Cost

1. The price quote/proposal should cover 25,100 Black and White copies and prints and 500 color copies and prints combined for the seven (7) photocopy machines. The price quote/proposal should also include the cost for overage fees for Black and White and for Color prints/copies.
2. Payment will be done on a semiannual basis with a company check/ via ach upon receipt of an invoice

#### D. Services and Inclusions

1. Delivery and complete installation of the photocopy machines at 1600 and 1617 Massachusetts Ave. NW, Washington D.C. 20036 ("Embassy") on or

- before 30 November 2025;
2. Supply and delivery of Black and White and Color Toner/Ink as needed;
  3. Insurance/warranty covering labor and machine parts;
  4. Unlimited quick response service calls;
  5. Well-trained technician/s to provide solutions when there are issues with the machines, including connectivity with computers running on MacOS;
  6. Onsite training on the use of the machines upon request; and
  7. Collection, handling and transportation of machines from the Embassy when the contract expires or is terminated.

**NOTE:**

**Please specify the following:**

- 1. TERMS OF PAYMENT (preferably semiannual) and DELIVERY DATE**
- 2. COMPANY NAME / SUPPLIER**
- 3. CONTACT PERSON**
- 4. ADDRESS AND TELEPHONE NO**