

15 September 2020

## REQUEST FOR QUOTATION

The Philippine Department of Tourism – Sydney Office requests quotations from Australian companies for the lease of a multifunction colour machine with printer, scanner, copier and fax capabilities, for its office at Suite 1101/92 Pitt Street, Sydney, NSW, with the following specifications:

### Minimum Specifications :

1. printer, copier, scanner and fax functions
2. USB functionality
3. can scan multiple pages to email or folder
4. with document feeder for multiple sheets
5. A4 and A3 capabilities
6. Holepunch and stapling facility

### Additional Requirements

1. Delivery and installation at the Department of Tourism Sydney Office
2. Training for users during installation
3. Onsite servicing if required

### Budget Ceiling:

AUD 381.00 monthly including GST

### Payment Procedure :

Monthly Billing

Interested companies may submit their quotations not later than 18 September 2020 by email to:

Email Address: [info@morefuninthephilippines.com.au](mailto:info@morefuninthephilippines.com.au)

Attn : Ms. Norjamin G. Delos Reyes

  
NORJAMIN G. DELOS REYES  
Tourism Attaché