



PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES  
TO THE UNITED NATIONS AND OTHER INTERNATIONAL  
ORGANIZATIONS, GENEVA

**REQUEST FOR QUOTATIONS**

**For the five (5) year lease of one (1) unit office photocopying machine for the  
official use of the Philippine Mission to the United Nations and other  
International Organizations**

The Philippine Mission to the United Nations and Other International Organizations in Geneva, Switzerland invites reputable service providers to provide proposals/offers for a five (5) year lease of one (1) unit heavy duty office photocopying machine for the official use of the Philippine Mission to the United Nations and Other International Organizations.

The company must be in good business standing providing such services, in continued operation for at least three (3) years.

Proposals/offers must be sent by email to [geneva.pm@dfa.gov.ph](mailto:geneva.pm@dfa.gov.ph) or by postal mail to Philippine Mission to the United Nations and other International Organizations, Attn: Bids and Awards Committee Secretariat, Allee David Morse 14-16 Geneva, 1202 Geneva, Switzerland on or before 31 January 2025

The Philippine Mission will notify the service provider which has been selected in accordance with procurement regulations, through email, personally and over the phone after deliberations.

For inquiries and clarification regarding the above quotation, please communicate with:

Philippine Mission to the United Nations and other International Organizations  
Attn: Bids and Awards Committee Secretariat  
Allee David Morse 14-16 Geneva  
1202 Geneva, Switzerland  
Tel. No. +41227161930  
Email: [geneva.pm@dfa.gov.ph](mailto:geneva.pm@dfa.gov.ph)

Geneva, 17 January 2025