

**REQUEST FOR QUOTATION
FOR THE LEASE OF VENUE FOR THE MOBILE CONSULAR MISSION
TO BRISBANE ON 09 – 13 SEPTEMBER 2024**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Four Thousand Australian Dollars (A\$4,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Mobile Consular Mission to Brisbane on 09-13 September 2024.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Specifications	Approved Budget for the Contract
Lease of venue with the following specifications: <ul style="list-style-type: none">- Private/function room- Date: 09-13 Sept 2024 (5 days)- Time: 7:00 am to 8:00 pm- Adjustable lighting and temperature control- Size: approximately 7m x 21m- Central location and accessible to public transportation- Able to accommodate 30-40 guests per hour- 4-5 trestle tables - individually covered- Minimum of 40 chairs- 4 extension cords- 2 white boards- Free Wifi (fast internet service)- With ample free parking space for 50 guests <p><i>All quotes must be inclusive of GST</i></p>	A\$ 4,000.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 10 July 2024** located at 1 Moonah Place, Yarralumla, ACT 2600 or email address cbrpe@philembassy.org.au.
4. 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 supplier(s)/contractor(s).
5. For further information, please contact:

BAC Secretariat
Philippine Embassy in Canberra
1 Moonah Place, Yarralumla, ACT 2600
Tel. No. 6273-2535; Fax No. 6273-2356
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson