

**REQUEST FOR QUOTATION  
FOR THE PROCUREMENT OF SERVICES FOR THE TEAM BUILDING ACTIVITIES  
OF THE PHILIPPINE EMBASSY IN CANBERRA FOR FY2025**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Eight Thousand Australian Dollars (A\$8,000.00) only, being the Approved Budget for the Contract (ABC) for the procurement of services for the team building activities of the Philippine Embassy in Canberra for FY2025.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

<b>Requirements / Specifications</b>	<b>Approved Budget for the Contract</b>
<p>1. Professional facilitation for activities during a two-day indoor and outdoor team building activity on 03 and 04 May 2025 for Embassy personnel addressing the following competencies to strengthen camaraderie and teamwork:</p> <ul style="list-style-type: none"><li>● Improve effective communication with fellow employees and/or clients to further enhance interpersonal relationships and engagement.</li><li>● Identify techniques for effective communication and avoiding misunderstandings and confusion.</li><li>● Give and receive appropriate feedback and effective communication in dealing with difficult situations.</li><li>● Improve mental health and physical wellness.</li></ul> <p>2. Shared accommodation for 25 pax maximum for 03 May 2025</p> <p>3. Conference and team-building activities venue and materials / equipment and catering for 03 and 04 May 2025:</p> <ul style="list-style-type: none"><li>● 03 May: Breakfast, M/Tea, Lunch, A/Tea, Dinner</li><li>● 04 May: Breakfast, M/Tea, Lunch, A/Tea</li></ul> <p><i>All quotes must be inclusive of program preparation, professional facilitation, venue costs, catering, equipment / paraphernalia for activities and GST</i></p>	<p>A\$8,000.00*</p>

*\*Includes budget for attached agencies (ODFAFA and POLO-Canberra)*

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 18 March 2025** located at 1 Moonah Place Yarralumla ACT 2600 or email address [cbrpe@philembassy.org.au](mailto: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. (02) 6273 2535  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**RAINIER J. CASIS**  
BAC Vice-Chairperson

Canberra, 11 March 2025