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**REQUEST FOR QUOTATION  
FOR LEASE OF VENUE FOR THE TOWNHALL MEETING  
IN CAIRNS, QUEENSLAND HOSTED BY THE  
PHILIPPINE EMBASSY IN CANBERRA  
ON 22 MAY 2025**

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 Townhall Meeting in Cairns, Queensland hosted by the Philippine Embassy in Canberra on 22 May 2025.
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:  1. Reception Hall which can accommodate 50-75 pax; 2. Available on 22 May 2025 from 6:30PM to 8:00PM; 3. With food and drinks to be served to 50-75 pax; 4. With chairs / cocktail tables; and 5. With microphone/sound system.	A\$4,000.00  <i>All quotes must be inclusive of GST</i>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 18 May 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 62732535  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**AIAN A. CARINGAL**  
BAC Chairperson

Canberra, 11 May 2025