

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

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Fourteen Thousand Australian Dollars (A\$14,000.00) 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.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Requirements / Specifications	Approved Budget for the Contract
<p>1. Professional facilitation for activities during a two-day indoor and outdoor team building activity on 01 and 02 February 2025 for Embassy personnel addressing the following competencies to strengthen camaraderie and teamwork:</p> <ul style="list-style-type: none"> ● Improve effective communication with fellow employees and/or clients to further enhance interpersonal relationships and engagement. ● Identify techniques for effective communication and avoiding misunderstandings and confusion. ● Give and receive appropriate feedback and effective communication in dealing with difficult situations. ● Improve mental health and physical wellness. <p>2. Shared accommodation for at least 25 pax for 01 February 2025</p> <p>3. Conference and team-building activities venue and materials / equipment and catering for 01 and 02 February 2025:</p> <ul style="list-style-type: none"> ● 01 Feb: Breakfast, M/Tea, Lunch, A/Tea, Dinner ● 02 Feb: Breakfast, M/Tea, Lunch, A/Tea <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\$14,000.00*</p>

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

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 23 January 2025** 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. (02) 6273 2535; Fax No. (02) 6273 3984
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

16 January 2025, Canberra