

**REQUEST FOR QUOTATION
FOR LEASE OF VENUE FOR THE
PHILIPPINES-AUSTRALIA FRIENDSHIP DAY RECEPTION
HOSTED BY THE PHILIPPINE EMBASSY IN CANBERRA ON 14 MAY 2026**

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) to payments under the contract for the lease of venue for the Philippines-Australia Friendship Day Reception hosted by the Philippine Embassy in Canberra on 14 May 2026.
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
<p>Lease of venue with the following specifications:</p> <ol style="list-style-type: none"> 1. Reception Hall able to accommodate 60 persons; 2. Available on 14 May 2026 from 11:00 a.m. to 2:00 p.m.; 3. Food and drinks service for 60 pax for two (2) hours (menu and service details to be provided in the quotation); 4. Venue should be within central Canberra, preferably within reasonable distance from the Parliament of Australia, to ensure accessibility for guests; 5. Venue must comply with safety, accessibility, and security standards, including controlled entry/exit points for guests and staff; and 6. Availability of cocktail tables for 60 persons. 	<p>A\$8,000.00</p> <p><i>All quotations must be inclusive of GST</i></p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 24 March 2026** located at 1 Moonah Place, Yarralumla ACT 2600 or email address bac.secretariat@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: bac.secretariat@philembassy.org.au


SHEILA MARIE C. TARIO
BAC Chairperson

Canberra, 16 March 2026