

**REQUEST FOR QUOTATION FOR THE LEASE OF VENUE  
FOR THE PHILIPPINE INDEPENDENCE DAY RECEPTION HOSTED BY  
THE PHILIPPINE EMBASSY IN CANBERRA ON 23 JUNE 2026**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Twenty-Five Thousand Australian Dollars (A\$25,000.00) only, being the Approved Budget for the Contract (ABC) for payments under the contract for the lease of venue for the Philippine Independence Day Reception hosted by the Philippine Embassy in Canberra on 23 June 2026.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

<b>Specifications</b>	<b>Approved Budget for the Contract</b>
<p>Lease of venue with the following specifications:</p> <ol style="list-style-type: none"> <li>1. Reception Hall that can accommodate 250 persons;</li> <li>2. Available on 23 June 2026, 6:30PM to 9:00PM (with additional time allotted for set-up and pack-down);</li> <li>3. Refreshments for 250 persons (canapés with Filipino elements and beverages);</li> <li>4. Cocktail tables and chairs;</li> <li>5. Audiovisual equipment, including at a minimum:               <ol style="list-style-type: none"> <li>a. One (1) projector,</li> <li>b. One (1) large screen or two (02) smaller screens;</li> <li>c. Two (02) microphones; and</li> <li>d. Built in speakers</li> </ol> </li> <li>6. Complimentary Wi-Fi access;</li> <li>7. Holding space for performers / setup activities.</li> <li>8. Stage platform with lectern.</li> </ol>	<p>A\$25,000.00</p> <p><i>(All quotes must be inclusive of GST)</i></p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office located at 1 Moonah Place Yarralumla ACT 2600 or by email at [bac.secretariat@philembassy.org.au](mailto:bac.secretariat@philembassy.org.au), **on or before 26 March 2026**.
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: [bac.secretariat@philembassy.org.au](mailto:bac.secretariat@philembassy.org.au)

  
**SHEILA MARIE C. TARIO**  
 BAC Chairperson