

**REQUEST FOR QUOTATION
FOR THE LEASE OF VENUE FOR THE SECRETARIAT
OF THE PHILIPPINE EMBASSY IN CANBERRA FOR THE
ASEAN-AU SPECIAL SUMMIT IN MELBOURNE IN MARCH 2024**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Four Thousand Two Hundred Australian Dollars (A\$4,200.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Secretariat of the Philippine Embassy in Canberra for the ASEAN-AU Special Summit in Melbourne in March 2024.
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: <ul style="list-style-type: none">- Private secretariat room- Date: 02-07 March 2024<ul style="list-style-type: none">● Set-up: 02 March● Pack-up: 07 March 2024- Time: 24-hour access- With one (1) round trestle table- With 7 chairs- With TV Screen; HDMI; HDMI cable- Free Wifi- 4-5 extension cords- With two (2) parking spaces <p><i>All quotes must be inclusive of GST</i></p>	A\$ 4,200.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 27 January 2024** 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. 6273-2535; Fax No. 6273-2356
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

19 January 2024