

**REQUEST FOR QUOTATION  
FOR LEASE OF VENUE FOR THE COMMAND CONFERENCE  
OF PHILIPPINE POSTS IN AUSTRALIA HOSTED BY THE  
PHILIPPINE EMBASSY IN CANBERRA ON 27 FEBRUARY 2026**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Five Thousand Australian Dollars (A\$5,000.00) only, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for Command Conference of Philippine Posts in Australia hosted by the Philippine Embassy in Canberra on 27 February 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> <ul style="list-style-type: none"><li>• Reception hall with a seating capacity of up to 35 participants (horse shoe / theater-style seating combination)</li><li>• Available on 27 February 2026, from 12:00 p.m. to 6:00 p.m.</li><li>• Registration table</li><li>• Whiteboard or flip chart, including notepads and pens</li><li>• Sound system with speakers and microphone</li><li>• Projector/screen with HDMI connectivity</li><li>• Reliable Wi-Fi access</li></ul>	<p>A\$5,000.00</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 **on or before 30 January 2026** 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)

  
RAINIER J. CASIS  
BAC Chairperson