

**REQUEST FOR QUOTATION
FOR THE LEASE OF VENUE FOR THE MOBILE CONSULAR MISSION
IN DARWIN, NORTHERN TERRITORY FROM 24 TO 25 OCTOBER 2026**

1. The The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Two Thousand Four Hundred Australian Dollars (A\$2,400.00) only, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Mobile Consular Mission in Darwin from 24 to 25 October 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
Lease of venue in Darwin, NT, with the following specifications: - Private/function airconditioned room for use on 24-25 October 2026 (2 days), from 7:00am to 8:00pm - Can accommodate 50 guests per hour - With 50 chairs minimum - With 8 trestle tables (individually covered), 5 extension cords, and 2 white boards - In a central location - Free Wifi (fast internet service) - With ample free parking space, if available - With complimentary water, coffee, and tea service <i>(All quotes must be inclusive of GST)</i>	A\$ 2,400.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 3 September 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) 6273 2535
Email address: bac.secretariat@philembassy.org.au



SHEILA MARIE C. TARIO
BAC Chairperson

Canberra, 26 August 2026