

**REQUEST FOR QUOTATION FOR LEASE OF VENUE  
FOR THE PHILIPPINE INDEPENDENCE DAY RECEPTION  
ON 24 JUNE 2025**

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 on 24 June 2025.
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:  1. Hall which can accommodate 250 pax; 2. Available on 24 June 2025, 6:30PM to 9:00PM (allowing for set up and pack down time); 3. With refreshments (canapés with traditional elements and beverage) for 250 pax; 4. With cocktail tables and chairs; 5. With audiovisual equipment (i.e. projector, screen, microphone, speakers) and operator and WIFI; and 6. With a stage platform.	A\$25,000.00  <i>(All quotes must be inclusive of GST)</i>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office located at 1 Moonah Place Yarralumla ACT 2600 or email address [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au) on or before **06 May 2025**.
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: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**AIAN A. CARINGAL**  
BAC Chairperson

Canberra, 28 April 2025