

**REQUEST FOR QUOTATION
FOR THE LEASE OF VENUE FOR THE MOBILE CONSULAR MISSION
TO DARWIN, NORTHERN TERRITORY ON 28-30 JUNE 2024**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Three Thousand Australian Dollars (A\$3,000.00) only**, being the Approved Budget for the Contract (ABC) for the lease of venue for the Mobile Consular Mission to Darwin.
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
<p>Lease of venue with the following specifications:</p> <ul style="list-style-type: none">- Private/function room for use on 28-30 June 2024 (3 days), from 7:00 AM to 7:00 PM- Can accommodate 25-30 guests per hour- With at least 40 chairs- With coffee/tea- With six (6) trestle tables (individually covered) for computers & other equipment- With several electrical sockets and provision of six (6) extension cords- With aircon- In a central location and accessible to public transportation- With ample parking space for guests- Free Wifi (fast internet service) <p><i>All quotes must be inclusive of GST</i></p>	<p>A\$ 3,000.00</p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 07 May 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