

**REQUEST FOR QUOTATION FOR LEASE OF VENUE
FOR THE PHILIPPINE INDEPENDENCE DAY RECEPTION
ON 25 JUNE 2024**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Twenty-Two Thousand Australian Dollars (A\$22,000.00) only, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Philippine Independence Day Reception in Canberra on 25 June 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: <ol style="list-style-type: none">1. Hall which can accommodate 250 pax;2. Available on 25 June 2024 from 6:30PM to 9:00PM;3. With refreshments (canapes 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; and6. With stage platform.	A\$22,000.00 <i>All quotes must be inclusive of GST</i>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 08 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. 02 62732535
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

30 April 2024, Canberra