

**REQUEST FOR QUOTATION  
FOR THE LEASE OF VENUE FOR THE MOBILE CONSULAR MISSION  
TO DARWIN, NORTHERN TERRITORY ON 16-18 SEPTEMBER 2025**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Four Thousand Australian Dollars (A\$4,000.00) 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"><li>- Private/function room for use on 16-18 September 2025 (3 days), from 7:00 AM to 7:00 PM</li><li>- Can accommodate 25-30 guests per hour</li><li>- With at least 40 chairs</li><li>- With coffee/tea</li><li>- With six (6) trestle tables (individually covered) for computers &amp; other equipment</li><li>- With several electrical sockets and provision of six (6) extension cords</li><li>- With aircon</li><li>- In a central location and accessible to public transportation</li><li>- With ample parking space for guests</li><li>- Free Wifi (fast internet service)</li></ul> <p><i>All quotes must be inclusive of GST</i></p>	<p style="text-align: center;">A\$ 4,000.00</p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 07 August 2025** 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. 6273-2535; Fax No. 6273-2356  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**RAINIER J. CASIS**  
BAC Chairperson

30 July 2025