

**PHILIPPINE CONSULATE GENERAL  
SYDNEY, AUSTRALIA**

**BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION**

The Philippine Consulate General in Sydney, through its Bid and Awards Committee (BAC), hereby invites all interested agencies/companies, to quote their lowest price on the item/s listed below, subject to the General Conditions stated herein, and submit the same duly signed by their authorized representatives not later than **17 March 2026**:

**NAME OF PROJECT:** Lease of venue for the Consular Outreach in Armidale, May 2025

**TERMS OF REFERENCE**

The service provider should be able to meet the following specifications. Rates should be inclusive of all applicable government taxes and service charges. The quotation should indicate the total net price.

**Specifications**

1. The venue should be available on Saturday, 23 May 2026, from 9:00 a.m. to 5:00 p.m., with bump in two hours before the event for the setup and bump out one hour after the event for egress.
2. The venue should be in Armidale, New South Wales and can accommodate around 100-150 persons, majority of which will be staying for 30 minutes to an hour at most.
3. There should be six (6) adequately sized rectangular tables with table linens and 100 chairs. The 6 tables should be placed at the corners of the function room (three tables each side), while the 100 chairs will be placed in the middle of the room (classroom style).
4. Rate should not exceed AUD 500.00, inclusive of taxes and charges.
5. The venue should be able to accommodate/allow food and drinks brought from outside.

For further inquiries, please contact the Philippine Consulate General in Sydney through email: [sydney.pcg@dfa.gov.ph](mailto:sydney.pcg@dfa.gov.ph).

The quotations should also be submitted through email: [sydney.pcg@dfa.gov.ph](mailto:sydney.pcg@dfa.gov.ph)

The Philippine Consulate reserves the right to accept or reject quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s).

The Philippine Consulate assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

09 March 2026, Sydney