

**PHILIPPINE CONSULATE GENERAL
SYDNEY, AUSTRALIA**

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Philippine Consulate General in Sydney, through its Bids 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 by their authorized representatives not later than **27 October 2024**.

NAME OF PROJECT : Lease of venue, sound system and lights for the Short Play for the Observance of the 128th Anniversary of the Martyrdom of Dr. Jose P. Rizal on 12 December 2024.

APPROVED BUDGET FOR THE CONTRACT: AU\$2,400.00 (approx.) - Php99,086.00

TERMS OF REFERENCE/SPECIFICATIONS

The service provider/s should be able to meet the following conditions and specification. The quotation should indicate the **total net price**.

1. A venue that could accommodate 120 persons/participants and allow staging of theatre/plays;
2. The venue is available on **12 December 2024, Thursday from 12:30 pm to 8:30 pm**;
3. External catering is allowed;
4. The fee should include the use of a standing microphone with a sound system and lights;
5. The fee should include the use of five (5) cocktail tables for a 30-minute reception in the afternoon, as well as three (3) registration tables and 120 chairs for the entire duration;
6. Quoted price must be inclusive of GST, taxes and other applicable charges;
7. Winning bidder and supplier is required to sign procurement documents such as the following:
 - a) Contract of Agreement; b) Notice to Proceed; and c) Purchase Order;
8. The payment may be made either through Electronic Fund Transfer (EFT) or bank-to-bank transfer; and
9. After confirmation on securing the venue, the following information should be provided by the company/service provider:
 - a. ABN, registered name and address.
 - b. Bank details (account number and name) for electronic fund transfer and include bank address for bank-to-bank transfer.

For further inquiries, please contact the Philippine Consulate General in Sydney at sydney.pcg@dfa.gov.ph. The quotation may be submitted through email or delivered to the address below:

To: Bids and Awards Committee Secretariat
Philippine Consulate General
Philippine Centre, Level 1
27-33 Wentworth Avenue, Sydney NSW 2000

The Philippine Consulate reserves the right to accept or reject any quotations, to waive any minor defects therein, to annul the bidding process, to reject all quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s)/contractors.

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

11 October 2024, Sydney