

## REQUEST FOR QUOTATION

The Philippine Consulate General in Sydney, through its Bids and Awards Committee (BAC), hereby invites interested teambuilding event planners to submit a quote on a project proposal listed below subject to the General Conditions stated herein and submit the same no later than 11 November 2025. Hereunder are the specifications of the proposed procurement project:

Date: Saturday, 22 November 2025

Project: Teambuilding Workshop and Activity of the Philippine Consulate General, Sydney

### Specifications:

1. Teambuilding for Consulate Personnel comprised of 14 pax.
2. Indoor Teambuilding Activity in the morning (9am-11:30am), including professional facilitator/s to lead the session; provide options for specific activities that are inclusive, safe, and culturally appropriate. Venue of the activity will be at the Rizal Hall of the Philippine Consulate General, Sydney located at Philippine Centre, Level 1, 27-33 Wentworth Avenue, Sydney NSW 2000
3. Lunch at a buffet restaurant located in Barangaroo for 14 pax (transportation not included), with 1 drink each - 12:30pm - 2:00pm; Provide restaurant options.
4. Indoor Teambuilding Activity in the afternoon (3:00pm - 4:30pm) including professional facilitator/s to lead the session; provide options for specific activities that are inclusive, safe, and culturally appropriate. Venue of the activity will be at the Rizal Hall of the Philippine Consulate General, Sydney located at Philippine Centre, Level 1, 27-33 Wentworth Avenue, Sydney NSW 2000
5. Dinner at a Filipino Restaurant and Bar in Blacktown - 8:30pm onwards (transportation not included); request restaurant for set-menu for 14 pax with 2 soft drinks/beer each. Provide options for the set-menu to be approved by the Consulate.

Approved Budget for the Contract: 9,000 AUD. (inclusive of GST)

The quotation must include a proposed program of activities, objectives of the workshop including the expected learnings and insights of participants and their application.

The facilitator must issue a Certificate of Completion of the Teambuilding Activity to all participants.

Bank transfer as mode of payment must be accepted by the supplier.

For further inquiries, please contact the Philippine Consulate General in Sydney at [sydney.pcg@dfa.gov.ph](mailto: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 the contract award, without incurring any liability to the affected supplier(s)/contractor(s).

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

04 November 2025, Sydney