

**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 companies/contractors, to quote their lowest price on the description/scope of works of project listed below, subject to the General Conditions stated herein, to conduct onsite inspection (**free of charge**) on the leaking roof at 2nd floor guest room at the official residence of the Philippine Consul General located at no. 11 Onslow Avenue Elizabeth Bay, NSW Sydney 2011, for the period **23 -25 July 2025, Wednesday to Friday from 10:30 am to 12:00 pm**, and promptly submit the quotation on or before **29 July 2025**.

NAME OF PROJECT: Procurement of service for the repair of the leaking roof of the 2nd floor guest room at the official residence of the Philippine Consul General located at no. 11 Onslow Avenue Elizabeth Bay, NSW Sydney 2011

APPROVED BUDGET FOR THE CONTRACT: **AU\$17,126.34 - (Php741,425.74)**
approx./including GST, taxes and other lawful charges

DESCRIPTION/SCOPE OF WORKS
1. Cut out affected ceiling area
2. Locate source of leak and fix roof tiles
3. Provide aluminum sarkings to the affected area
4. Provide Batt Insulation R3 to the entire whole ceiling area
5. Cover cut out ceiling
6. Repainting entire area to match existing layout
7. Provide additional materials/works if necessary
8. Site cleaning and removal of debris

TERMS OF REFERENCE

1. Quoted price (inclusive of GST, taxes and other lawful charges) must include copies of Certificate of Currency Workers Insurance and Valid Contractor Licence
2. Use of high-quality material for this work;
3. All work areas should be protected to prevent damage to the entire house;
4. Timeframe and work schedule for the completion of the project;

5. 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;
6. Must include the warranty of the service/project;
7. Payment arrangements for this project must be indicated in the invoice of the bidder/provider.
8. Mode of payment may be made through Electronic Fund Transfer (EFT) or bank to bank transfer; and
9. The completion of project and full payment should be no later than 31 December 2025.

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 quotations at any time prior to contract award, without incurring any liability to the affected suppliers/contractors.

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

22 July 2025, Sydney