

**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 by their authorized representatives not later than 29 April 2024.

NAME OF PROJECT: Lease of Venue and Catering for the Diplomatic Reception on the Occasion of the 126th Anniversary of the Proclamation of Philippine Independence, 14 June 2024

APPROVED BUDGET FOR THE CONTRACT: Lease of Venue - A\$2,800.00 (inclusive of GST)
Catering – A\$12,000.00 (inclusive of GST)

TERMS OF REFERENCE

The service provider/s should be able to meet the following specifications. The quotation should indicate the total net price.

A. Function room specifications

1. The venue should be available on Friday, 14 June 2024, from 6:00 p.m. to 8:00 p.m., with bump in one hour before the event for the setup and bump out one hour after the event for egress.
2. The venue should be in Sydney, preferably within the Central Business District.
3. It should be indoors and can accommodate at least 150 persons, has good lighting, and no soft light.
4. There should be 8-10 cocktail tables.
5. There must be an adequately sized registration table.
6. There must be a basic sound system and wireless/standing microphone.

B. Catering specifications

1. Two-hour canapé and beverages package to be provided on Friday, 14 June 2024, from 6:00 p.m. to 8:00 p.m.
2. The catering package must be good for 150 persons.

For further inquiries, please contact the Philippine Consulate General in Sydney at telephone no. (02) 9262-7377 ext. 107 or send a message to 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)/contractor(s).

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

22 April 2024, Sydney