

**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 caterer/companies and individuals, to quote their lowest price on the project proposal listed below, subject to the General Conditions stated herein, and submit the same not later than **22 November 2024**. The online quotation of suppliers containing the prices of items may be accepted.

NAME OF PROJECT: PROCUREMENT OF CATERING SERVICE FOR THE REFRESHMENTS TO BE SERVED FOR THE POST ARRIVAL ORIENTATION SEMINAR COFFS HARBOUR, NEW SOUTH WALES, AUSTRALIA, ON 30 NOVEMBER 2024

ITEM	MENU	APPROVED BUDGET FOR THE CONTRACT
CATERING SERVICE (FOR 60 PERSONS)	SIX (6) MAIN COURSES, RICE, FLOWING BEVERAGES, (WATER, JUICE, COFFEE AND TEA), and TWO (2) DESSERTS	AU\$4,800.00 (approx./including GST, taxes and other lawful charges) (Php193,977.00)

TERMS OF REFERENCE/SPECIFICATIONS

1. Proposed Quotation;
2. Quoted price must be inclusive of GST, taxes and other applicable charges;
3. Winning bidder/caterer is required to sign procurement documents such as the following:
a) Contract of Agreement; b) Notice to Proceed; and c) Purchase Order;
4. Mode of payment may be made by EFT or bank-to-bank transfer; and
5. Food and drinks will be served on 30 November 2024

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 reject all quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s)/caterer(s).

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

15 November 2024, Sydney