

**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 duly signed by their authorized representatives **not later than 27 March 2023**: (Note: required posting is 7 days)

NAME OF PROJECT: Lease of Venue for the 2023 Philippine Independence Day Celebration
APPROVED BUDGET FOR THE CONTRACT: A\$5,000.00 (inclusive of GST)

TERMS OF REFERENCE

The service provider should be able to meet the following specifications. The total rate should not exceed **A\$5,000.00**, inclusive of all applicable government taxes and service charges. The quotation should indicate the total net price.

Function room specifications

1. The venue should be available on Tuesday, 13 June 2023, from 6:00 p.m. to 8:00 p.m., with bump in two hours 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 200 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 and at least three power extension cords.
6. There must be a basic sound system and wireless/standing microphone.
7. There should be a fully-equipped kitchen for the preparation of canapés and beverages.

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.

20 March 2023, Sydney