

**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 13 March 2023**:

NAME OF PROJECT: Lease of venue for the Consular Outreach in Tamworth
APPROVED BUDGET FOR THE CONTRACT: AUD 500.00 (inclusive of GST)

TERMS OF REFERENCE

The service provider should be able to meet the following specifications. Rates should be inclusive of all applicable government taxes and service charges. The quotation should indicate the total net price.

Specifications

1. The venue should be available on Saturday, 27 May 2023, from 9:00 a.m. to 6:00 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 Tamworth and can accommodate around 100-200 persons, majority of which will be staying for 30 minutes to an hour at most.
3. There should be six (6) adequately sized rectangular tables with table linens and 100 chairs. The 6 tables should be placed at the corners of the function room (three tables each side), while the 100 chairs will be placed in the middle of the room (classroom style).
4. The room must have a set up for LCD projector, white screen, and at least three power extension cords.
5. There must be a lectern and a basic sound system with at least one (1) microphone.
6. Rate should not exceed AUD500.00, inclusive of taxes and charges.
7. The venue should be able to accommodate/allow food and drinks brought from outside.

For further inquiries, please contact the Philippine Consulate General in Sydney at telephone no. (02) 9262-7377 ext. 102 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.

6 March 2023, Sydney