

**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 stores/suppliers, to quote their lowest price on the item/s listed below, subject to the General Conditions stated herein, and submit the same not later than **3 November 2025**. The online catalogue of stores/suppliers containing the prices of items is acceptable.

NAME OF PROJECT : Procurement of Fourteen (14) pcs. of Polo Shirt for Team Building Workshop and Activity of the Philippine Consulate General in Sydney personnel on 22 November 2025.

APPROVED BUDGET FOR THE CONTRACT: AU\$1,000.00 (estimated/approx.) - Php38,765.33

TERMS OF REFERENCE/SPECIFICATIONS

1. **Fourteen (14) Polo Shirt - (ROYAL BLUE color) with Philippine Consulate General, Sydney print/logo, EMBROIDERED and print size must be visually clear and readable:**
 - a. 14 (pcs.) Royal Blue polo shirt (Suited for Men and Women)
2. Quoted price must be inclusive of GST, taxes, delivery/shipping fee and other lawful charges;
3. Winning bidder/supplier are required to sign procurement documents such as the following:
 - a) Contract of Agreement; b) Notice to Proceed; and c) Purchase Order;
4. The payment is by credit card, debit card or Electronic Fund Transfer (EFT) only; and
5. The delivery date and full payment should be no later than **12 November 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 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).

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

27 October 2025, Sydney