

**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 **26 May 2025**.

NAME OF PROJECT: **Lease of Venue for the Diplomatic Reception on the Occasion of the 127th Anniversary of the Proclamation of Philippine Independence, 13 June 2025**

APPROVED BUDGET FOR THE CONTRACT: AUD15,000 inclusive of GST

TERMS OF REFERENCE

REQUIREMENTS:

- Quotation to be submitted shall not be more than the approved budget of AUD\$15,000.00
- Appropriate Function Rooms for 150 pax with platform stage and podium
- Tall tables for 50 pax
- Long table set up
- Menu Proposal with a selection of cold plates, warm/hot plates and desserts (Menu consists of beef, chicken, pork, fish, vegetables and Filipino food)
- Able to serve Philippine liquor free of charge
- Arrangement and styling of the venue
- Buffet Station set up
- Uniformed waiters
- **Technical Requirements:**
- Basic light and sound system
- Wireless microphones
- LCD Projector & Screen
- Mixer
- Instrument Di (Guitar and Keyboard)
- Wireless Vocal Microphone
- Turbo sound PA Speakers (FOH)
- AV Technician on site for the duration of the event

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.

19 May 2025