

REQUEST FOR QUOTATION

The Philippine Consulate General in Sydney, through its Bids and Awards Committee (BAC), hereby invites interested facilitators to submit a quote on a project proposal listed below subject to the General Conditions stated herein, and submit the same not later than **20 August 2024**. Hereunder are the specifications of the proposed procurement project:

Date: Saturday, 09 November 2024

Project: To hire one facilitator to conduct a Team Building Workshop on wellness to help improve the well-being and mental health of personnel, especially in stressful situations and to help strengthen the relationships of personnel at work

Group size: 15 persons

Venue: Hunter Valley

Duration of program: 9:00 a.m. to 12:00 p.m.

Approved Budget for the Contract: A\$3,000.00 (inclusive of GST)

The quotation must include a proposed program of activities, objectives of the workshop including the expected learnings and insights of participants and their application.

The facilitator must issue Certificates of Completion to all participants and submit a Summary Report on the learnings and insights of participants within a week after the completion of the workshop.

Bank transfer as mode of payment must be accepted by the supplier.

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)/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.

13 August 2024, Sydney