

**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 21 April 2023**:

NAME OF PROJECT: Catering Service for a Philippine Independence Day Cocktail Reception
on 13 June 2023, 6:00 p.m. to 8:00 p.m.

APPROVED BUDGET FOR THE CONTRACT: A\$19,800.00 (inclusive of government taxes and service charge)

TERMS OF REFERENCE

The service provider should be able to comply with the following specifications:

1. Two-hour canapé (eight types of canapés) and beverages (alcoholic and non-alcoholic drinks) package on Tuesday, 13 June 2023, from 6:00 p.m. to 8:00 p.m);
2. The service should include provision/use of plates, glasses, utensils, buffet table, and chafing dishes;
3. The catering package must be good for 200 persons;
4. There must be at least eight (8) service waiters who will serve 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.

14 April 2023, Sydney