

**REQUEST FOR QUOTATION
FOR THE LEASE OF VENUE FOR EMBASSY TEAM BUILDING
ON 9 MARCH 2019**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Two Thousand Five Hundred Australian Dollars (A\$2,500.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Embassy team building on 9 March 2019.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Specifications	Approved Budget for the Contract
Lease of venue with the following specifications <ol style="list-style-type: none"> 1. Private room with minimum capacity of 25 pax; 2. Half-day; 3. Central location and accessible to the Philippine Embassy 	A\$2,500.00
<i>All quotes must be inclusive of GST</i>	

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 22 February 2019** located at 1 Moonah Place, Yarralumla, ACT 2600 or email address cbrpe@philembassy.org.au.
4. The Philippine Embassy reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected supplier(s)/contractor(s).
5. For further information, please contact:
 BAC Secretariat
 Philippine Embassy in Canberra
 1 Moonah Place, Yarralumla, ACT 2600
 Tel. No. 6273-2535; Fax No. 6273-2356
 Email address: cbrpe@philembassy.org.au


JIM TITO B. SAN AGUSTIN
 BAC Chairperson

15 February 2019