

**REQUEST FOR QUOTATION  
FOR THE LEASE OF VENUE FOR  
THE COMMAND CONFERENCE OF PH POSTS IN AUSTRALIA  
ON 1-2 APRIL 2019**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **One Thousand Five Hundred Australian Dollars (A\$1,500.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Command Conference on 1-2 April 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  a) 1 April 2019 - One (1) private room - minimum capacity of 20 pax - whole day; b) 2 April 2019 - Two (2) private rooms - minimum capacity of 10 pax each - half day; c) Central location and accessible to the Philippine Embassy  <i>All quotes must be inclusive of GST</i>	A\$1,500.00

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 15 March 2019** located at 1 Moonah Place, Yarralumla, ACT 2600 or email address [cbrpe@philembassy.org.au](mailto: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](mailto:cbrpe@philembassy.org.au)

  
**MA. CORINA A. REYES**  
 BAC Vice-Chairperson

06 March 2019