

**REQUEST FOR QUOTATION
FOR THE LEASE OF VENUE FOR A COCKTAIL RECEPTION AND COMMUNITY
GATHERING ON 31 MAY 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 a cocktail reception and community gathering on 31 May 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 200 pax;2. Minimum of 5 hours lease;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 08 May 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

29 April 2019