

**REQUEST FOR QUOTATION FOR LEASE OF VENUE FOR THE COMMAND  
CONFERENCE OF THE PHILIPPINE EMBASSY IN CANBERRA**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Four Thousand Australian Dollars (A\$4,000.00) only, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for the Command Conference of the Philippine Embassy in Canberra
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

<b>Specifications</b>	<b>Approved Budget for the Contract</b>
Lease of venue for Command Conference of the Philippine Embassy in Canberra with the following specifications: 1. Whole day April 2 and half-day April 3; 2. Boardroom style good for 20pax; and 3. Accessible and central location	A\$4,000.00  <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 25 February 2020** 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. 02 62732535  
Email address: [cbrpe@philembassy.org.au](mailto:cbrpe@philembassy.org.au)

  
**AIAN A. CARINGAL**  
BAC Chairperson

17 February 2020, Canberra