

**REQUEST FOR QUOTATION FOR LEASE OF VENUE FOR A BRIEFING  
FOR WOMEN HEADS OF MISSION IN CANBERRA**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Two Thousand Australian Dollars (A\$2,000.00) only, being the Approved Budget for the Contract (ABC) to payments under the contract for the lease of venue for a briefing for women Heads of Mission 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 a briefing for women Heads of Mission in Canberra with the following specifications: 1. Available on 31 March/ 3:00PM – 5:00PM 2. Capacity for at least 20pax with social distancing	A\$2,000.00  <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 26 March 2021** 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

18 March 2021, Canberra