

**PHILIPPINE CONSULATE GENERAL  
SYDNEY, AUSTRALIA**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Philippine Consulate General in Sydney, through its Bids and Awards Committee (BAC), hereby invites all interested agencies/companies, to quote their lowest price on the item/s listed below, subject to the General Conditions stated herein, and submit the same not later than **17 October 2024**. The online catalogue of stores/suppliers containing the prices of items is acceptable.

**NAME OF PROJECT** : Procurement of Fifteen (15) pcs. of Polo Shirt for Team Building Workshop and Activity of the Philippine Consulate General in Sydney to be held in Hunter Valley, New South Wales Australia, on 09 November 2024.

**APPROVED BUDGET FOR THE CONTRACT: AU\$646.25 (approx.) – Php25,238.00**

**TERMS OF REFERENCE/SPECIFICATIONS**

1. Polo Shirt - (Navy Blue color) with Philippine Consulate General, Sydney Logo, digital printing (DTF) and print size must be visually clear and readable:
  - a. 15 Polo Shirts (Suited for Men and Women)
2. Quoted price must be inclusive of delivery fee and GST;
3. Winning bidder and supplier is required to sign procurement documents such as the following:
  - a) Contract of Agreement; b) Notice to Proceed; and c) Purchase Order;
4. Mode of payment may be made either through Electronic Fund Transfer (EFT) or bank-to-bank transfer; and
5. The delivery date and full payment should be no later than **30 October 2024**.

For further inquiries, please contact the Philippine Consulate General in Sydney at [sydney.pcg@dfa.gov.ph](mailto:sydney.pcg@dfa.gov.ph). The quotation may be submitted through email or delivered to the address below:

To: Bids and Awards Committee Secretariat  
Philippine Consulate General  
Philippine Centre, Level 1  
27-33 Wentworth Avenue, Sydney NSW 2000

The Philippine Consulate reserves the right to accept or reject any quotations, to waive any minor defects therein, to annul the bidding process, to reject all quotations at any time prior to contract award, without incurring any liability to the affected suppliers(s).

The Philippine Consulate assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

**10 October 2024, Sydney**