

TECHNICAL SPECIFICATIONS

- BIDDER** : Removalist provider to handle dismantling, packing ,moving and set-up of the Philippine Department of Tourism - Sydney Office (PDOT) office equipment, supplies and furniture to new office location. from 92 Pitt Street Level 11 Unit 1 to 56 clarence street. suite 6.02 on July 4 to 5, 2025 as well as disposing equipment that the office will no longer use.
- I. PROJECT TITLE** : Change of Office Location on July 4 to 5, 2025.
- II. VENUE** : Transfer from 92 Pitt Street Level 11 Unit 1 to 56 clarence street.

III. OBJECTIVES

1. To process transfer of office equipment, supplies and furniture to the new office location smoothly.

IV. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be a licensed removalist service provider in Australia.
- Must provide Australian Business Number
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price, if applicable.

V. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services for the following:

- A. Dismantling of Media Mall
- There are two Media walls that needs to be dismantled and reassembled in the new office location.
- B. Packing of items
- Items should be well packed, ready to go, and the removalist should actively help with small items especially fragile items such as mirrors, desktops, and other equipment.
- C. Movers
- Should have a mover truck that can transit the furniture, equipment, and the êremovalist should have a crew that can set-up and load the equipment plus unloading to the new office location.
- D. Disposal
- Some office items should be disposed in accordance to Australian Recycling and Waste Reduction Act 2020.

VI. TIME FRAME AND SCHEDULE OF WORK

The contract duration is a period of five (2) days with the following schedule of work:

1. July 4 - Packing of items and moving
2. July 5 - Continuation of moving and Set-up items as well as disposal of items to be disposed.

VII. BUDGET

Total Budget allocation for the Removalist is **SIX THOUSAND AUD Only** inclusive of taxes and other applicable fees, charged to the MOOE of the PDOT-Sydney. Financial

proposal should allow for modifications in the actual job needs and requirements of the end-user.

The winning bid however shall be determined based on the financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. PAYMENT TERMS

- Must be willing to provide services on send-bill arrangement
- Bill must be addressed to the Department of Tourism

IX. CONTACT PERSON

Administrative Officer	:	Ms. Cassandra Sta. Maria - Camonggol
Email Address	:	cassie@tourismphilippines.com.au

APPROVED BY:

PURIFICACION S. MOLINTAS

Tourism Attache'
PDOT-Sydney