



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE

Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3005 Berne
Telephone No. 031-350-1704
Email: berne.pe@dfa.gov.ph

REQUEST FOR QUOTATION

Project : **Phase II - Repainting of the Interior of the Embassy Building**
Reference No. : **RFQ - 01 - 2021**
ABC :
Date : **01 February 2021**

1. The Philippine Embassy in Berne, Switzerland, through its Bids and Awards Committee (BAC), requests for Offers/Quotation for the project " Phase II: Repainting of the Interior of the Embassy Building", which will cover the walls, doors, doorframes and windows/window panes of the second, third floors and the basement. Interested companies should comply with the attached Terms of Reference (TOR) of the project.
2. Offers/Quotations must be received by the Embassy on or before **10 February 2021**. Offers/Quotations shall be considered by the Committee on the same day. Companies shall thereafter be informed of the decision of the Committee.
3. Further information may be obtained from the Administrative Officer (BAC Secretariat) Ms. Agnes H. Tuazon at 031-350-1704.



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ANNEX A
Technical Specification
Repainting of the Interior of the Embassy

I.	<p>BACKGROUND:</p> <p>The Philippine Embassy will embark on a project for the Phase II of the repainting of the interior of its Chancery Building as part of its regular renovation program. The repainting will maintain the representational value of the Embassy to the Filipino community, clients and official visitors, which includes, visiting Philippine government officials, members of the diplomatic corps and other Swiss officials.</p> <p>The repainting will likewise project the Embassy's commitment to provide vital care and maintenance to the building which is a culturally protected edifice of the City of Berne.</p>	
II.	<p>OBJECTIVE:</p> <p>To hire professional services to repaint the interior walls, stairways, doors, doorways/frames and window panes of the second, third floors and the basement.</p>	
III	<p>SCOPE OF WORK:</p> <p>The Contractor shall undertake the following:</p>	Statement of Compliance
	<ol style="list-style-type: none"> 1. The doors, doorframes, doorway frames, windows/windowpanes - scrape old paint, repair and restore the wood frames and repaint; 2. Walls and Ceilings - fill in cracks, change damaged wallpapers, repair surfaces and repaint; 3. Window sealant – remove and replace all old window sealant on window panes; 4. Door and window hinges and metal attachments _ remove rust on metal attached to door hinges and repaint with anti-rust paint and oil-based paint; 5. Furniture, fixtures, floors and equipment – Move and place protective covering on all surfaces, and return to original placements after completion of work; 6. Repainting – apply primer filling, apply double coat and cover coat; 7. Materials and supplies – deliver all materials and supplies to be used for the project; and 	



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	<p>8. Clean-Up and disposal – clean and dispose empty containers and other paraphernalia used in accordance with Swiss laws.</p>	
IV	<p>CONTRACTOR’S OBLIGATIONS:</p> <p>The Contractor shall:</p>	
	<ol style="list-style-type: none">1. Provide professional and duly licensed service crew2. Provide its crew with appropriate protective gear to carry out the project3. Provide equipment and other tools necessary to undertake the project4. Provide its crew with the mandatory accident and other form of insurance as required by Swiss laws	
V	<p>CONTRACT DURATION AND OFFER</p> <ol style="list-style-type: none">1. The Contract shall be completed within two (2) months commencing from 01 May 2021 to 30 June 20212. The Offer shall include a breakdown of cost3. The Offer shall be exclusive of MWST/VAT refund	
VI	<p>TERMS OF PAYMENT:</p> <ol style="list-style-type: none">1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and should indicate the project name “Phase II: Repainting of the Interior of the Embassy Building”2. Full payment shall be made within seven (7) days from receipt of the official invoice (send-bill arrangement) by postal mail.	