



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3006 Berne
Tel. No. 031-350 1717
Email: berne.pe@dfa.gov.ph

Request for Quotation

Project : **Transport and Disposal of the Philippine Embassy's Unserviceable Properties**
Reference No. : **RFQ – 07 - 2022**
Date : **25 July 2022**

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project "Transport and Disposal of the Philippine Embassy's Unserviceable Properties".

Participating companies should comply with the attached Terms of Reference (TOR) of the project.

Interested companies may obtain further information from the Administrative Officer and BAC Secretariat, Ms. Agnes H. Tuazon at 031-350-1704 or Mr. Bernard F. Bartolome, Property Officer at 031-350-1718.

Offers/Quotations must be sent via electronic mail at berne.pe@dfa.gov.ph or via postal mail on or before 27 June 2022 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes H. Tuazon, Head of BAC Secretariat)

Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

The Embassy of the Republic of the Philippines reserves the right to accept or reject any offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and to award the contract to entity with the most advantageous offer, without thereby incurring any liability to the interested entities.



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ANNEX A Technical Specifications Transport and Disposal of the Philippine Embassy's Unserviceable Properties					
I.	<p>Background</p> <p>The Philippine Embassy in Berne, Switzerland will dispose of its old, defective and unserviceable properties/equipment to free-up space in its storage rooms.</p>				
II.	<p>Objective</p> <p>To contract a reputable company to transport and dispose of its old, defective and unserviceable properties/equipment.</p>				
III.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Scope of Work</th> <th style="width: 20%;">Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td> <p>The Company shall provide the following:</p> <ol style="list-style-type: none"> 1. Vehicle/s that could transport the bulk of the unserviceable properties, as may be gleaned from the attached list (Annex B); 2. Manpower, tools and safety equipment needed for the job; and 3. Assign a focal person to handle the account of the Embassy for easy coordination and transaction. </td> <td style="height: 100px;"></td> </tr> </tbody> </table>	Scope of Work	Statement of Compliance	<p>The Company shall provide the following:</p> <ol style="list-style-type: none"> 1. Vehicle/s that could transport the bulk of the unserviceable properties, as may be gleaned from the attached list (Annex B); 2. Manpower, tools and safety equipment needed for the job; and 3. Assign a focal person to handle the account of the Embassy for easy coordination and transaction. 	
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IV.	<p>Contractor's Obligations:</p> <p>The supplier shall:</p> <ol style="list-style-type: none"> 1. Be based in Switzerland; 2. Offer an online shop; 3. Accept MWST or VAT exemption; 4. Submit the invoice within 7 days after the completion of the job; and 5. Payment shall be based on actual transactions/purchase. 				
V.	<p>TERMS OF PAYMENT</p> <p>Automatic Debit Arrangement (ADA) through Credit Suisse facilities. For other Commercial Bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/invoice for ready reference.</p>				



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ANNEX B

LIST OF UNSERVICEABLE PROPERTIES FOR DISPOSAL

Particulars/ Articles	Remarks
Computer Table	Unserviceable
Steel Filing Cabinet, Gray, 2 Drawers	Unserviceable
Table for Typewriter, 2 Drawers	Unserviceable
LG 3D Smart TV LED	Unserviceable
Computer Table, Wood, White	Unserviceable
Office Table, Wood, White	Unserviceable
Computer Table, Wood, White	Unserviceable
Steel Filing Cabinet, Gray, 4 Drawers	Unserviceable
Office Table, Wood, White	Unserviceable
Steel Filing Cabinet, Esselte, 4 Peach Drawers, Brown Frame, 41x133	Unserviceable
Steel Filing Cabinet, Esselte, 4 Peach Drawers, Brown Frame, 41x133	Unserviceable
Steel Filing Cabinet, Esselte, 4 Peach Drawers, Brown Frame, 41x133	Unserviceable
Steel Filing Cabinet, 4 Drawers, White, Pendaflex, 41x133	Unserviceable
Steel Filing Cabinet, 4 Drawers, White, Pendaflex, 41x133	Unserviceable
Steel Shelf, 4 Shelves Gray Frame, Black Shelf	Unserviceable
Steel Cabinet, 2 Doors, 100 X 198 cm	Unserviceable
Lamp w/ Steel Stand	Unserviceable
Coat Stand, Red Orange, Wood	Unserviceable
Portable Heater, Tristar KA-5039 2000W	Unserviceable
Portable Heater, Tristar	Unserviceable
Shredder, Rexel (ACQ. 2015)	Unserviceable
Computer Table (Small), Beige	Unserviceable