

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 : Catering/food preparation services
Reference No. : RFQ - 03 - 2023
ABC :
Date : 20 April 2023

The Philippine Embassy in Berne, Switzerland requests for quotation for the catering/food preparation services for an event on Monday, 12 June 2023, 08:00 am to be held at the Embassy premises.

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

Interested companies may obtain further information from the Administrative Officer and Bids and Awards Committee (BAC) Secretariat, Ms. Agnes H. Tuazon at 031-350-1704.

Offers must be received by the BAC Secretariat by 28 April 2023. Offers shall be considered on the same day by the Committee. The Companies shall thereafter be informed of the decision of the Committee.

Annex A Terms of Reference Catering, food preparation and events services for the Celebration of the 125 th Anniversary of the Proclamation of Philippine Independence	
Background In celebration of the 125 th anniversary of the Proclamation of Philippine Independence the Philippines in Berne intends to hold commemorative activities that will showcase Philippine cuisine.	
Objectives To secure a competent catering and events services for the commemoration activities to be organized by the Embassy.	
Scope of Work:	
Provision of catering services, food and refreshments.	
Contractor's Obligations: The Contractor shall: <ol style="list-style-type: none"> 1. Be located within Bern, Switzerland 2. Provide necessary professional personnel that will deliver efficient catering, events and related services for 120 pax 3. Comply with Swiss food and drinks, and health safety regulations 4. Accept MWST or VAT exemption; and 5. Submit the invoice addressed to the Philippine Embassy in Berne within 7 days after delivery 	
Terms of Payment <ol style="list-style-type: none"> 1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and 2. Full payment shall be made within seven (7) days from receipt of official invoice (send-bill arrangement) by postal mail. 	