

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 : Lease of Venue and services
Reference No. : RFQ - 04 - 2023
ABC :
Date : 21 April 2023

The Philippine Embassy in Berne, Switzerland requests for quotation for the Lease of Venue and services for an event on Tuesday, 27 June 2023, 1800H.

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 Lease of venue and related services for a diplomatic reception	
Background The Embassy of the Philippines in Berne intends to hold a reception and networking activities hosted by the new Ambassador.	
Objectives To secure a venue suitable for the reception and networking activities to be organized by the Embassy.	
Scope of Work:	
Provision of events venue and related services, food and refreshments.	
Contractor's Obligations: The Contractor shall: <ol style="list-style-type: none"> 1. Be located within Berne City 2. Provide suitable venue that could accommodate at least 100 persons 3. Provide sufficient space, technology and equipment for events organization 4. Provide necessary professional personnel that will deliver efficient events and related services 5. Comply with Swiss food and drinks, and health safety regulations 6. Accept MWST or VAT exemption; and 7. 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. 	