

**BIDS AND AWARDS COMMITTEE**  
**Philippine Embassy, Berne, Switzerland**  
**73-75 Kirchenfeldstrasse, 3005 Berne**  
**Telephone No. 031-350-1704**  
**Email: [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)**

**REQUEST FOR QUOTATION**

**Project : Procurement of Professional Services for the Maintenance of the Embassy's Garden and Surroundings for FY 2023**  
**Reference No. : RFQ No.- 11 - 2022**  
**ABC :**  
**Date : 13 October 2022**

The Philippine Embassy in Berne, Switzerland invites interested parties to submit Offers/Quotations for the project "Procurement of Professional Services for the Maintenance of the Embassy's Garden and Surroundings for CY 2023".

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

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

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 21 October 2022. Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

## ANNEX A

### Technical Specifications Procurement Professional Services for the Maintenance of the Embassy's Garden and Surrounding.

<b>I.</b>	<b>Background</b>  The Philippine Embassy intends to avail itself of the services of a Swiss reputable company for the maintenance of the Embassy's garden and surroundings for FY 2023.	
<b>II.</b>	<b>Objective</b>  To procure professional services	
<b>III.</b>	<b>Scope of Work</b>  The Contractor shall undertake the following:	<b>Statement of Compliance</b>
	<ol style="list-style-type: none"> <li>1. Cut grasses and remove unwanted plants, clean garden premises, dispose of weeds, grasses and dry leaves;</li> <li>2. Cut unwanted/excess branches of big trees surrounding the Embassy ground;</li> <li>3. Provide chemicals to remove weeds/unwanted plants and fertilize the soil;</li> <li>4. Provide equipment to cut grasses and weeds and to clean garden premises; and</li> <li>5. Replace and plant additional flowering plants as needed.</li> </ol>	
<b>IV</b>	<b>Contractor's Obligations:</b>  The Contractor shall:	
	<ol style="list-style-type: none"> <li>1. Provide professional, duly licensed gardener/s;</li> <li>2. Provide its crew with appropriate protective mask and gloves; and</li> <li>3. Provide equipment and other tools necessary to undertake the work</li> </ol>	
<b>V.</b>	<b>Contract Duration and Offer:</b>	
	<ol style="list-style-type: none"> <li>1. The Contract shall be for Spring, Summer and Autumn 2023;</li> <li>2. The Offer shall include a breakdown of cost; and</li> <li>3. The Offer shall be exclusive of MWST/VAT refund</li> </ol>	
<b>VI</b>	<b>Terms of Payment:</b>	

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|  | <ol style="list-style-type: none"><li>1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and should indicate that the same is for the gardening services</li><li>2. Full payment shall be made within seven (7) days from receipt of the official invoice (send-bill arrangement) by mail</li></ol> |  |
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