

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3005 Berne
Telephone No. 031-350 1704
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Request for Quotation

Project : **Procurement of Professional Services for the Replacement/ Installation of Counter Tops of the Kitchen located at the Ground Floor of the Embassy Chancery.**

Reference No. : **RFQ - 15 - 2022**
ABC : **CHF _____**
Date : **14 October 2022**

The Embassy of the Philippines in Berne, Switzerland, invites interested parties to submit Offers/Quotations for the project "Procurement of Professional Services for the Replacement/Installation of Counter Tops of the Kitchen located at the Ground Floor of the Embassy's Chancery".

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

Interested contractors may obtain further information from the Administrative Officer and BAC Secretariat, Ms. Agnes H. Tuazon at tel. no.: 031 350 1715.

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 22 October 2022. Offers/Quotations will be considered on the same day. The companies shall thereafter be informed of the decision of the Committee.

ANNEX A

Technical Specifications Procurement of Professional Services for the Replacement/Installation of Counter Tops for the Kitchen of the Embassy Chancery

I.	Background: The Philippine Embassy intends to procure professional services for the replacement/installation of counter tops of the kitchen located at the ground floor of the Embassy Chancery.	
II.	Objective: To procure professional services for the replacement/installation of counter tops of the kitchen located at the ground floor of the Embassy chancery.	
III.	Scope of Work: The Contractor shall do the following: <ol style="list-style-type: none"> 1. Dismantle the existing counter tops; 2. Shall replace and install new counter tops made of polished granite which is of the same quality as those installed in the kitchens located in the first and second floor of the Embassy Chancery; 3. Ensure that all built in kitchen appliances will not be damaged and will fit the reinstallation; 4. Provide professional plumbing and electrical services as needed; 5. Repaint/paint areas that may be affected with regard to the execution of the project; 6. Shall be responsible for the disposal of dismantled counter tops and debris from the work site. 	Statement of Compliance
IV.	Contractor's Obligations: The Contractor shall:	
	<ol style="list-style-type: none"> 1. Professional and duly licensed crew 2. Provide its crew with appropriate protective gear to carry out the project 3. Provide equipment and other tools necessary to undertake the work; 4. Provide mandatory accident and other form of insurance as required by Swiss laws for the crew; 	

	<ul style="list-style-type: none"> 5. The Company shall be based in Switzerland 6. Accept MWST or VAT Exemption 7. Submit the invoice within 7 days after completion of the project 	
V.	Contract Duration and Offer	
	The Contract shall be completed on or before 20 December 2022.	
VI.	Terms of Payment: <ul style="list-style-type: none"> 1. The Invoice shall be issued to the Embassy of the Philippines, Berne, and shall be exclusive of value added tax. 2. Full payment shall be made within seven (7) days from receipt of the original invoice. 	