



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

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 - 10 - 2022
ABC :
Date : 07 October 2022

The Philippine Embassy in Berne, Switzerland requests for quotation for the Lease of Venue and related services.

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 17 October 2022. Offers shall be considered on the same day by the Committee. The Companies shall thereafter be informed of the decision of the Committee.



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Annex A Terms of Reference Lease of venue and related services for the Celebration of the 65th Anniversary of Philippine-Switzerland Diplomatic Relations	
Background As part of the continuing celebration of the 65 th anniversary of the establishment of diplomatic relations between the Philippines and Switzerland, the Embassy of the Philippines in Berne intends to lease a venue to hold activities that will showcase Philippine culture and relations of the two countries.	
Objectives To secure a venue suitable for the promotional 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 to hold an art exhibit and mini concert 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. 	