



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
BOTSCHAFT DER REPUBLIK DER PHILIPPINEN  
BERNE



**BIDS AND AWARDS COMMITTEE**  
**Philippine Embassy, Berne, Switzerland**  
**73-75 Kirchenfeldstrasse, 3006 Berne**  
**Tel. No. 031-350 1717**  
**Email: [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)**

### Request for Quotation

**Project** : Procurement for the Construction of a Multi-Purpose  
Carport at the Chancery  
**Reference No.** : RFQ – 01 -2025  
**Date** : 10 February 2025

The Philippine Embassy in Berne, Switzerland is accepting Offers/Quotations for the project “**Procurement for the Construction of a Multi-Purpose Carport at the Chancery.**”

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

Interested companies may obtain further information from the Administrative Officer and BAC Secretariat, Mr. Juancho Rillo at 031-350-1704 or Mr. Sharlone Africa, Property Officer at 031-350-1718.

Offers/Quotations must be sent via electronic mail at [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph), [bernepe.property@dfa.gov.ph](mailto:bernepe.property@dfa.gov.ph) or via postal mail on or before 18 February 2025 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Mr. Juancho R. Rillo, Head of BAC Secretariat)

Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

The Embassy of the Republic of the Philippines reserves the right to accept or reject any offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and to award the contract to the entity with the most advantageous offer, without thereby incurring any liability to the other interested entities.

## ANNEX A

<b>Technical Specifications</b>					
Procurement on the construction of a Multi-Purpose Carport at the Chancery					
<b>I.</b>	<p><b>Background</b></p> <p>The Embassy needs to procure on the construction of a multi-purpose carport at the Chancery for the security and safety of the Embassy's official vehicles, which can also be used when holding official functions within Embassy's premises.</p>				
<b>II.</b>	<p><b>Objective</b></p> <p>To hire professional services that could accommodate the needs of the Embassy.</p>				
<b>III.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"><b>Scope of Work</b></th> <th style="width: 20%;"><b>Statement of Compliance</b></th> </tr> </thead> <tbody> <tr> <td> <p>The Contractor shall undertake the construction of a multi-purpose carport within the Embassy's premises which can accommodate at least two (2) vehicles; which can also be used for events and gatherings with the following specifications:</p> <ol style="list-style-type: none"> <li>1. Integrated floorplan, section with the facades of the embassy building;</li> <li>2. Application for building permits in accordance with the requirements for a historic building;</li> <li>3. Metal construction approx. 50m<sup>2</sup> inclusive of rainwater drainage;</li> <li>4. Foundations in concrete;</li> <li>5. Outdoor sockets and lights.</li> </ol> </td> <td></td> </tr> </tbody> </table>	<b>Scope of Work</b>	<b>Statement of Compliance</b>	<p>The Contractor shall undertake the construction of a multi-purpose carport within the Embassy's premises which can accommodate at least two (2) vehicles; which can also be used for events and gatherings with the following specifications:</p> <ol style="list-style-type: none"> <li>1. Integrated floorplan, section with the facades of the embassy building;</li> <li>2. Application for building permits in accordance with the requirements for a historic building;</li> <li>3. Metal construction approx. 50m<sup>2</sup> inclusive of rainwater drainage;</li> <li>4. Foundations in concrete;</li> <li>5. Outdoor sockets and lights.</li> </ol>	
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<b>IV.</b>	<p><b>Contractor's Obligations:</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1. Provide a detailed and duly certified structural and architectural design;</li> <li>2. Provide professional and duly licensed service crew;</li> <li>3. Provide its crew with appropriate protective gear to carry out the project;</li> <li>4. Provide equipment and other tools necessary to undertake the work;</li> <li>5. Provide mandatory accident and other form of insurance as required by Swiss laws for the crew;</li> <li>6. Ensure that the integrity of the building is safeguarded and not compromised.</li> </ol>				
<b>V.</b>	<p><b>Terms of Payment:</b></p> <ol style="list-style-type: none"> <li>1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland and should indicate the project name "Construction of a Multi-Purpose Carport at the Chancery."</li> <li>2. Full payment shall be made within seven (7) days from receipt of official invoice.</li> </ol>				