



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE

Philippine Embassy
Kirchenfeldstrasse 73-75
3005 Berne, Switzerland
Tel. No. 031 350 1717
Email: admin@philembassyberne.ch

REQUEST FOR QUOTATION

Project	:	Lease of Venue for use during the Wellness Activity for Filipino Community
Reference No.	:	RFQ - 02 - 2020
Date	:	14 February 2020

The Embassy of the Philippines in Berne, Switzerland, requests for quotations for the lease of a suitable venue where a Wellness Activity program will be held for the members of the Filipino Community on Sunday, 08 March 2020.

Interested companies or entities should comply with the attached Terms of Reference (TOR) for the project.

Interested bidders may obtain further information from Ms. Agnes H. Tuazon, Administrative Officer, at telephone number 031-350-1717.

Offers must be received by the Embassy by 19 February 2020. Offers shall be considered by the Committee on the same day and shall thereafter be informed of its decision.



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ANNEX A Technical Specifications Procurement of Lease of Venue		
I.	Background The Embassy intends to lease a suitable venue to be used during its hosting of a Wellness activity, Zumba Dance Exercise, for the members of the Filipino community, on Sunday, 08 March 2020 from 10:30 a.m. to 2:00 p.m.	
II.	Objective. To lease a venue, preferably, a gym, where the Wellness activity, Zumba Dance Exercise, can be held.	
III.	Specifications of the Venue:	Statement of Compliance
	1. The venue (Gym) should be located within the City of Berne; 2. The facility must be suitable for holding a Zumba Dance Exercise; 3. It can accommodate a minimum of forty persons; 4. It should have wardrobe facilities; 5. It should have available support equipment such as audio equipment; 6. It should have a designated area where light refreshment can be served.	
IV	Venue Management's Obligations: 1. Should be based in Berne 2. Accept MWST or VAT exemption	
V	Terms of Payment Full payment shall be made upon receipt of official invoice.	