



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE 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

Request for Quotation

**Project : Procurement of Common Office Supplies for the
1st Quarter of FY 2022**
Reference No. : RFQ – 02 - 2022
Date : 24 February 2022

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project "Procurement of Common Office Supplies for the 1st Quarter of FY 2022".

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, Ms. Agnes H. Tuazon at 031-350-1704 or Mr. Bernard F. Bartolome, Property Officer at 031-350-1718.

Offers/Quotations must be sent via electronic mail at berne.pe@dfa.gov.ph or via postal mail on or before 02 March 2022 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes H. Tuazon, 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 entity with the most advantageous offer, without thereby incurring any liability to the interested entities.



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ANNEX A Technical Specifications					
Procurement of Common Office Supplies for the 1st Quarter of FY 2022					
I.	<p>Background</p> <p>The Philippine Embassy in Berne, Switzerland will procure Common Office Supplies (List attached) for its official use for 1st Quarter of FY 2022.</p>				
II.	<p>Objective</p> <p>To contract a reputable office supplies company that could supply the needs of the Embassy for the 1st Quarter of FY 2022.</p>				
III.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Scope of Work</th> <th style="width: 20%;">Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td> <p>The Company shall provide the following:</p> <ol style="list-style-type: none"> 1. Offer the common use supplies and equipment items, as may be gleaned from the attached list (Annex B); 2. Offer free delivery service (up to the stock room of the Embassy); and 3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction. </td> <td></td> </tr> </tbody> </table>	Scope of Work	Statement of Compliance	<p>The Company shall provide the following:</p> <ol style="list-style-type: none"> 1. Offer the common use supplies and equipment items, as may be gleaned from the attached list (Annex B); 2. Offer free delivery service (up to the stock room of the Embassy); and 3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction. 	
Scope of Work	Statement of Compliance				
<p>The Company shall provide the following:</p> <ol style="list-style-type: none"> 1. Offer the common use supplies and equipment items, as may be gleaned from the attached list (Annex B); 2. Offer free delivery service (up to the stock room of the Embassy); and 3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction. 					
IV.	<p>Contractor's Obligations:</p> <p>The supplier shall:</p> <ol style="list-style-type: none"> 1. Be based in Switzerland; 2. Offer an online shop; 3. Accept MWST or VAT exemption; 4. Submit the invoice within 7 days after delivery of supplies; and 5. Payment shall be based on actual transactions/purchase. 				
V.	<p>TERMS OF PAYMENT</p> <p>Automatic Debit Arrangement (ADA) through Credit Suisse facilities. For other Commercial Bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/invoice for ready reference.</p>				



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ANNEX B

LIST OF COMMON OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2022 TO BE PURCHASED

ITEM	UNIT	QUANTITY
Battery AA Size, Pack of 4	Piece	4
Battery AAA Size, Pack of 4	Piece	4
Gel Pen, Black (.7mm)	Piece	5
Gel Pen, Blue (.7mm)	Piece	5
Gel Pen, Red (.7mm)	Pack	5
Gel Pen Refill, Black (.7mm)	Piece	20
Gel Pen Refill, Blue (.7mm)	Piece	20
Gel Pen Refill, Red (.7mm)	Pack	20
Binder Folder w/Fastener 7cm., Aqua Blue	Piece	4
Binder Folder w/Fastener 7cm., Red	Piece	4
Binder Folder w/Fastener 7cm., Yellow	Piece	2
Binder Folder w/Fastener 7cm., Purple	Piece	4
Binder Folder w/Fastener 7cm., Black	Piece	2
Binder Folder w/Fastener 7cm., Blue	Piece	2
Binder Folder w/Fastener 4cm., Aqua Blue	Piece	2
Binder Folder w/Fastener 4cm., Red	Piece	2
Binder Folder w/Fastener 4cm., Yellow	Piece	2
Binder Folder w/Fastener 4cm., Purple	Piece	4
Binder Folder w/Fastener 4cm., Black	Piece	2
Binder Folder w/Fastener 4cm., Blue	Piece	2
Durable Folder w/Fastener Red	Piece	10
Correction Tape	Piece	20
Bubble Wrap, 400mm, 5m	Piece	2
Transparent Document Sleeve	Piece	2
Photo Paper Laser, A4, 100pcs. Matte	Piece	1
Hand Disinfectant, 500ml	Bottle	10
Hand Disinfectant, 100ml	Bottle	12
Face Mask 50pc. Box	Box	5
Disposable Gloves, Powder-free, 100pcs.	Box	2



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ITEM	UNIT	QUANTITY
Antigen Self-Test Kit	Box	4
USB Memory Stick, 16gb	Piece	5
Bond Paper A4, 80g/m2, 5-ream Box	Box	10
Brother TN-423BK Toner	Piece	4
Brother TN-423Y Toner	Piece	4
Brother TN-423C Toner	Piece	4
Brother TN-423M Toner	Piece	4
HP Pro 8600, 950/951, Black/CYM Toner	Piece	1
Coffee 1kg Bag	Piece	5