



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: visa@philembassyberne.ch

Request for Quotation

Project :	Procurement of Countertops, Metal bases and four (4) Pcs. Stools
Reference No. :	RFQ – 03 -2020
Date :	20 February 2020

1. The Embassy of the Philippines in Berne, Switzerland, through its Bids and Awards Committee (BAC), will procure **Countertops, Metal Bases and Four (4) Stools** for its official use and invites interested entities to submit their quotation based on the attached Terms of Reference (TOR) for the Supply and Delivery of the said items at the Chancery.
2. Any interested entity may submit their quotation via electronic mail at berne.pe@dfa.gov.ph or via postal mail **not later than 28 February 2020** at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes Tuazon, Head of BAC Secretariat).
3. 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 Countertops, Metal Bases and Four (4) pcs Stools														
I.	<p>Background</p> <p>The Philippine Embassy in Berne intends to procure countertops, metal bases and four (4) pieces of stools for its official use</p>													
II.	<p>Objective</p> <p>To streamline and provide a pleasant and enabling environment at the working and public areas of the Consular section.</p>													
III.	<p>Scope of Work</p> <p>The Supplier shall provide the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Item Description</th> <th style="width: 35%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <p>Countertop</p> <p>Countertop length should be in any of the following alternative configurations:</p> <p>1) One (1) pc x 4000MM Length, at least 450 MM Width;</p> <p>2) Two (2) pcs X 2000MM Length, at least 450 MM Width each; or</p> <p>3) Four (4) pcs X 1000MM Length, at least 450 MM Width each</p> </td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td> <p>Metal Base</p> <p>B. Metal base with the following configuration:</p> <p>1) Single, 930 MM Height, 4000MM Length, at least 450 MM Width;</p> <p>2) Set of Two (2), 930 MM Height, 2000 MM Length, at least 450 MM Width each; or</p> <p>3) Set of Four (4), 1000MM Length, 930 MM Height, at least 450 MM Width each</p> </td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td> <p>Stool</p> <p>- Height should be 750 MM;</p> <p>- Sturdy metal legs</p> <p>- Wood or plastic construction seat with backrest</p> </td> <td style="text-align: center;">4</td> </tr> </tbody> </table>		Item Description	Quantity	1	<p>Countertop</p> <p>Countertop length should be in any of the following alternative configurations:</p> <p>1) One (1) pc x 4000MM Length, at least 450 MM Width;</p> <p>2) Two (2) pcs X 2000MM Length, at least 450 MM Width each; or</p> <p>3) Four (4) pcs X 1000MM Length, at least 450 MM Width each</p>		2	<p>Metal Base</p> <p>B. Metal base with the following configuration:</p> <p>1) Single, 930 MM Height, 4000MM Length, at least 450 MM Width;</p> <p>2) Set of Two (2), 930 MM Height, 2000 MM Length, at least 450 MM Width each; or</p> <p>3) Set of Four (4), 1000MM Length, 930 MM Height, at least 450 MM Width each</p>		3	<p>Stool</p> <p>- Height should be 750 MM;</p> <p>- Sturdy metal legs</p> <p>- Wood or plastic construction seat with backrest</p>	4	<p>Statement of Compliance</p>
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IV.	<p>SUPPLIER'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; and 4. Submit the invoice within 7 days after delivery of supplies. 													
V.	<p>TERMS OF PAYMENT</p> <p>Automatic Debit Arrangement (ADA) through Credit Suisse facilities.</p>													



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	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.	
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