



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

Request for Quotation

Project : **Procurement on the Replacement of Floor Tiles in the Chancery**
Reference No. : **RFQ - 03 - 2025**
Date : **10 February 2025**

The Philippine Embassy in Berne, Switzerland is accepting Offers/Quotations for the project **“Procurement on the Replacement of Floor Tiles in 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, 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

Technical Specifications					
Procurement on the Replacement of Floor Tiles in the Chancery					
I.	<p>Background</p> <p>The Embassy needs to procure on replacement of the floor tiles in the chancery at the level 2 of the building as a safety measure.</p>				
II.	<p>Objective</p> <p>To hire professional services that could accommodate the needs of the Embassy.</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 Contractor shall undertake the installation of the new floor tiles at the second level of the building with the following specifications:</p> <ol style="list-style-type: none"> 1. Clearing of area of construction; 2. Deconstruction of existing floor tiles incl. disposal; 3. Installation of new ceramic white tiles on floors approx.. 100m² and skirting board; 4. Final Cleaning. </td> <td></td> </tr> </tbody> </table>	Scope of Work	Statement of Compliance	<p>The Contractor shall undertake the installation of the new floor tiles at the second level of the building with the following specifications:</p> <ol style="list-style-type: none"> 1. Clearing of area of construction; 2. Deconstruction of existing floor tiles incl. disposal; 3. Installation of new ceramic white tiles on floors approx.. 100m² and skirting board; 4. Final Cleaning. 	
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IV.	<p>Contractor's Obligations:</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Provide detailed options and specifications of the different electric charging stations; 2. Provide professional and duly licensed service crew; 3. Provide its crew with appropriate protective gear to carry out the project; 4. Provide equipment and other tools necessary to undertake the work; 5. Provide mandatory accident and other form of insurance as required by Swiss laws for the crew; 6. Ensure that the integrity of the building is safeguarded and not compromised. 				
V.	<p>Terms of Payment:</p> <ol style="list-style-type: none"> 1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland and should indicate the project name "Installation of an Electric Charging Station." 2. Full payment shall be made within seven (7) days from receipt of official invoice. 				