



**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](mailto:berne.pe@dfa.gov.ph)**

### **Request for Quotation**

**Project** : **Procurement for the Installation of a Showcase Board for the Public Announcements of the Philippine Embassy**  
**Reference No.** : **RFQ – 03 - 2022**  
**Date** : **21 March 2022**

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project “Procurement for the Installation of a Showcase Board for the Public Announcements of the Philippine Embassy”.

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](mailto:berne.pe@dfa.gov.ph) or via postal mail on or before 25 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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<b>ANNEX A</b> <b>Technical Specifications</b>					
<b>Procurement for the Installation of a Showcase Board for the Public Announcements of the Philippine Embassy</b>					
<b>I.</b>	<p><b>Background</b></p> <p>The Philippine Embassy proposes to install a showcase board to improve the presentability of its public announcements.</p>				
<b>II.</b>	<p><b>Objective</b></p> <p>To hire a professional wood and glass works company to fabricate and install a showcase board for the public announcements of the Philippine 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><b>The Contractor shall:</b></p> <p>The Contractor shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Coordinate with the City of Berne for the required permit for the project;</li> <li>2. Fabricate the showcase board that includes the roof and metal stand;</li> <li>3. Provide or fabricate a stable base for the showcase board; and</li> <li>4. Install the showcase board set in the designate location in the Chancery of the Philippine Embassy.</li> </ol> </td> <td style="height: 150px;"></td> </tr> </tbody> </table>	<b>Scope of Work</b>	<b>Statement of Compliance</b>	<p><b>The Contractor shall:</b></p> <p>The Contractor shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Coordinate with the City of Berne for the required permit for the project;</li> <li>2. Fabricate the showcase board that includes the roof and metal stand;</li> <li>3. Provide or fabricate a stable base for the showcase board; and</li> <li>4. Install the showcase board set in the designate location in the Chancery of the Philippine Embassy.</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 professional, duly licensed plumbers;</li> <li>2. Provide its crew with appropriate protective mask and gloves; and</li> <li>3. Provide equipment and other tools necessary to undertake the work</li> </ol>				
<b>V.</b>	<p><b>Contract Duration and Offer:</b></p> <ol style="list-style-type: none"> <li>1. The Contract shall be undertaken during the appropriate season;</li> <li>2. The Offer shall include a breakdown of cost; and</li> <li>3. The Offer shall be exclusive of MWST/VAT refund</li> </ol>				