



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 Office Supplies and Other Materials
Reference No. : RFQ – 04 -2020
Date : 27 February 2020

1. The Embassy of the Philippines in Berne, Switzerland, through its Bids and Awards Committee (BAC), will procure **Office Supplies and Other Materials** 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 on or before 03 March 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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Procurement of Office Supplies and Other Materials																																																																																											
I.	Background The Philippine Embassy in Berne intends procure office supplies and other materials for its official use																																																																																										
II.	Objective To procure office supplies and other materials for its official use																																																																																										
III.	Scope of Work The Supplier shall provide the following:	Statement of Compliance																																																																																									
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Piece	Glue Stick,20g	20
Piece	Notebook, 170x220mm Spiral, 70gm	22
Piece	Pen-Ballpoint, Black	24
Piece	Pen-Ballpoint, Blue	24
Piece	Pen-Ballpoint, Red	10
Piece	Pen- Gel Pen, Black (0.7mm)	46
Piece	Pen- Gel Pen, Blue (0.7mm)	30
Piece	Pen- Gel Pen, Red (0.7mm)	10
Piece	Pen - Permanent Marker, Black	6
Piece	Pen - Permanent Marker, Blue	6
Piece	Pen - Permanent Marker, Red	6
Box	Pencil, HB Medium, Yellow	1
Piece	Pencil Sharpening Machine (Electronic)	1
Piece	Pen-Highlighter, Assorted Colors	25
Piece	Pen-Whiteboard Marker, Black	7
Piece	Pen-Whiteboard Marker, Blue	7
Piece	Pen-Whiteboard Marker, Red	7
Bottle	Stamp Pad Ink, 28 ml, Black	5
Bottle	Stamp Pad Ink, 28 ml, Red	3
Bottle	Stamp Pad Inl,28 ml, Blue	3
Box	Bostich Power Crown, SB8-168AZ, 1050 x 6mm, 1/4"	30
Piece	Transparent Adhesive Tape 550, 19x33mm	30
Piece	Transparent Adhesive Tape 550, 50x66mm	10
Piece	Tape, Packaging Brown 50x66mm	10
Piece	Tape, Masking Beige 50x66mm	20
Piece	Tape, Masking Beige 19x50mm	15
Piece	Tape, Packaging Transparent 50x66mm	6
Box	Decalcifier Liquid, 0.25L, 2pcs/box	2
Bottle	Dish Washing Liquid	18
Piece	Dish Washing Sponge	12
Box	Dish Washer Tablet, all in one	1
Bottle	Fabric Softener	1
Box	Facial Tissue Box (Prestige, 100 sheets/box	13
Pack	Paper Towel, Kitchen, (4-roll/pack)	12
Carton	Towel, C-Fold	0
Pack	Toilet Tissue Paper 10 roll/pack	10
Bottle	Liquid Hand Soap, 500ml	20
Box	Laundry Detergent Powder	1
Jar	Scented Candles - (13x7.5cm jar)	12
Piece	Paper Cutter, Heavy Duty	1
Carton	Bond Paper A4 (80g/m2), 5 reams/carton	15
Pack	Sticky Notes, Neon Rainbow 76x76mm (6pc/pack)	6



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	Piece	Sticky Notes, 76x127mm, Yellow (6pc/pack	6	
	Pack	Sticky Flags, (SIGNATURE), 43x12mm (4pc/pack)	8	
	Piece	Cartridge, Toner, HP85A	20	
	Piece	Cartridge, Color Toner (Brother,LC3217, Black)	5	
	Piece	Cartridge, Color Toner (Brother,LC3217, Cyan)	5	
	Piece	Cartridge, Color Toner (Brother,LC3217, Magenta)	5	
	Piece	Cartridge, Color Toner (Brother,LC3217, Yellow)	5	
	Piece	Cartridge, Color Toner (Brother,TN325B, Black)	6	
	Piece	Cartridge, Color Toner (Brother,TN325C, Cyan)	4	
	Piece	Cartridge, Color Toner (Brother,TN325M, Magenta)	4	
	Piece	Cartridge, Color Toner (Brother,TN325Y, Yellow)	4	
	Piece	Cartridge, Ink, HP 62XL, Black	4	
	Piece	Cartridge, Ink, HP 62XL, Multi-colored	4	
	Piece	Cartridge, Ink, HP Pro 8600, 950, Black	2	
	Piece	Cartridge, Ink, HP Pro 8600, 951, Cyan	2	
	Piece	Cartridge, Ink, HP Pro 8600, 951, Magenta	2	
	Piece	Cartridge, Ink, HP Pro 8600, 951, Yellow	2	
	Piece	USB Thumb Drive, 16 GB	2	
	Bag	Coffee	15	
	Box	Paper Filter for Coffee Maker	6	
		Floor Delivery	1	
IV.	SUPPLIER'S OBLIGATIONS:			
	The supplier shall:			
	<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.	TERMS OF PAYMENT			
	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.			