



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 of Common Office Supplies for the 1st Semester of FY 2025**
Reference No. : **RFQ – 04 - 2025**
Date : **12 February 2025**

The Philippine Embassy in Berne, Switzerland is accepting Offers/Quotations for the project **“Procurement of Common Office Supplies for the 1st Semester of FY 2025.”**

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 17 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 of Common Office Supplies for the 1st Semester of FY 2025	
Background <p>The Philippine Embassy in Berne, Switzerland will procure Common Office Supplies (List attached) for its official use for 1st Semester of 2025.</p>	
Objective <p>To contract a reputable office supplies company that could supply the needs of the Embassy for the 1st Semester of 2025.</p>	
Scope of Work The Company shall provide the following: <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); and3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction.	Statement of Compliance
Contractor's Obligations: The supplier shall: <ol style="list-style-type: none">1. Be based in Switzerland;2. Must have online presence;3. Accept MWST or VAT exemption;4. Submit the invoice within 7 days after delivery of supplies; and5. Payment shall be based on actual transactions/purchase.	
TERMS OF PAYMENT The supplier shall submit their bank details together with a billing statement/invoice for online banking payment through UBS. For other Commercial Bank, applicable bank charges shall be for the account of the supplier.	

ANNEX B

LIST OF COMMON OFFICE SUPPLIES FOR 1st Semester of FY 2025 TO BE PURCHASED

ITEM	UNIT	QUANTITY
Bond Paper A4, 5-ream Box	Box	10
Pen -Gel Pen, Black (0.7mm)	Pcs.	10
Pen -Gel Pen, Blue (0.7mm)	Pcs.	10
Gel Pen ink refill, Black (0.7mm)	Pcs	10
Gel Pen ink refill, Blue (0.7mm)	Pcs	10
Ballpen, Black	Pcs	10
Ballpen, Blue	Pcs	10
Ballpen, Red	Pcs	10
Mechanical Pencil .07mm	Pcs	5
Mechanical Pencil Refill .07mm	Pcs	2
Binder Clips 19mm	Box	10
Binder Clips 25mm	Box	15
Binder Clips 32mm	Box	20
Masking Tape 1" inch wide	Pcs	10
Masking Tape 2" inch wide	Pcs	7
Scotch Tape 19mm x 66m	Pcs	10
Packing Tape 48mm x 66m	Pcs	10
Paper Clips 24mm	Box	10
Paper Clips 32mm	Box	15
Paper Clips 43mm	Box	20
Correction Tape 7m	Box	15
Glue Stick 22gms.	Box	10
Stapler Small 24/6	Pcs	2
Stapler Big 26/6	Pcs	2
Staple Wire 26/6	Box	10
Ruler Plastic (inches)	Pcs	3
Bubble Wrap 400mm x 5m	Pcs	5
Sticker Labels (10 Columns)	Box	3

Post-it Notes, 76x76mm, 6-Pack	Box	2
Post-it Flags, 43x12mm	Box	3
Parchment Paper	Ream	2
A4 Bond Paper (blue)	Ream	4
Hole Puncher Small	Pcs	4
Hole Puncher Big	Pcs	3
Regular Notebook	Pcs	10
A4 2-Ring Binder Folder, wide, Yellow	Pcs	5
A4 2-Ring Binder Folder, wide, Blue	Pcs	5
A4 2-Ring Binder Folder, wide, Black	pcs	10
A4 2-Ring Binder Folder, wide, Red	pcs	5
A4 2-Ring Binder Folder, wide, Purple	pcs	5
A4 2-Ring Binder Folder, regular, Yellow	Pcs	8
A4 2-Ring Binder Folder, regular, Blue	Pcs	8
A4 2-Ring Binder Folder, regular, Red	Pcs	8
A4 2-Ring Binder Folder, regular, Black	Pcs	8
A4 2-Ring Binder Folder, regular, Purple	pcs	8
Plastic L-shaped folder assorted color	Pack	6
Plastic Folder w/ transparent cover (purple)	Box	1
Plastic Folder w/ transparent cover (black)	Box	1
Plastic Folder w/ transparent cover (blue)	Box	1
Plastic Folder w/ transparent cover (red)	Box	1
Plastic Folder w/ transparent cover (yellow)	Box	1
Extension Cable 1.5m	Pcs	3
Scissors medium	Pcs	5
Record Book	Pcs	10
Photo Paper	Pack	1
Index Card, Plain	Pack	2
Tape Dispenser	Pcs	3
Brown Envelope big, Expanding	Pcs	30
Ribbon (satin, red) 40mm x 25mm	Roll	5
Ribbon (satin, red) 60mm x 25mm	Roll	5
Ribbon (satin, blue) 40mm x 25mm	Roll	5
Ribbon (satin, blue) 60mm x 25mm	Roll	5

Dater Stamp – English	Pcs	3
Others:		
Décalcifier Liquid, 0.25L, 2pcs/box	Box	2
Alcohol 475ml	Bottle	10
Alcohol 100ml	Bottle	15
Dish Washing Liquid, 750ml	Bottle	20
Dish Washer Tablet, all in one, 110 Tablets	Box	10
Towel, C-Fold, 24 per box	Box	2
Toilet Tissue Paper 16-roll/pack	Pack	20
Laundry Detergent, 76-pc box	Box	3
Facial Tissue Box	Box	60
Hand Soap- No Touch Refill	Pcs	15
Serving Napkins, 50-pc Box	Box	3
Garbage Bag, Black, 60L	Roll	10
Garbage Bag, Black, 35L	Roll	5
Fabric Softener	Bottle	10
Garbage Bag, Berne, Blue 35L, 10pc/roll	Roll	10
Garbage Bag, Berne, Blue 60L, 10pc/roll	Roll	5
Garbage Bag, Berne, Blue 110L, 10pc/roll	Roll	5
Rubber Gloves	Pcs	10
Disposable Gloves, Powder-Free, 100pcs.	Pack	2