



**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 of 2022 Electoral Tally Boards**  
**Reference No.** : **RFQ – 04 - 2022**  
**Date** : **26 April 2022**

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project “Procurement of Tally Boards 2022 Electoral Tally Boards”.

Participating companies should comply with the attached Technical Specifications (Annex A) 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 29 April 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 of 2022 Electoral Tally Boards</b>					
<b>I.</b>	<p><b>Background</b></p> <p>The Philippine Embassy in Berne, Switzerland will procure the 2022 Electoral Tally Boards.</p>				
<b>II.</b>	<p><b>Objective</b></p> <p>To contract a reputable printing company that could provide services for the printing of the 2022 Electoral Tally Boards.</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 Company shall provide the following:</b></p> <ol style="list-style-type: none"> <li>1. Provide printing services for the Tally Boards with the following specifications: <ul style="list-style-type: none"> <li>• Kraft Paper, weight 110gsm (-5%)</li> <li>• Size: 36 inches Width x 48 inches Length (914.40mm x 1,216.20mm)</li> <li>• One side printing (simplex) – Black ink on White Background</li> <li>• 8 Sets of 13 Pages with names of national candidates and party-list group pre-printed</li> </ul> </li> <li>2. Offer free delivery service; and</li> <li>3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction.</li> </ol> </td> <td style="height: 150px;"></td> </tr> </tbody> </table>	<b>Scope of Work</b>	<b>Statement of Compliance</b>	<p><b>The Company shall provide the following:</b></p> <ol style="list-style-type: none"> <li>1. Provide printing services for the Tally Boards with the following specifications: <ul style="list-style-type: none"> <li>• Kraft Paper, weight 110gsm (-5%)</li> <li>• Size: 36 inches Width x 48 inches Length (914.40mm x 1,216.20mm)</li> <li>• One side printing (simplex) – Black ink on White Background</li> <li>• 8 Sets of 13 Pages with names of national candidates and party-list group pre-printed</li> </ul> </li> <li>2. Offer free delivery service; and</li> <li>3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction.</li> </ol>	
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<b>IV.</b>	<p><b>Contractor's Obligations:</b></p> <p><b>The supplier shall:</b></p> <ol style="list-style-type: none"> <li>1. Be based in Switzerland;</li> <li>2. Offer an online shop;</li> <li>3. Accept MWST or VAT exemption;</li> <li>4. Submit the invoice within 7 days after delivery of supplies; and</li> <li>5. Payment shall be based on actual transactions/purchase.</li> </ol>				
<b>V.</b>	<p><b>TERMS OF PAYMENT</b></p> <p>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.</p>				