



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

### **Request for Quotation**

**Project : Procurement on the Lease of Venue and Related Services**  
**Reference No. : RFQ – 05 - 2025**  
**Date : 19 February 2025**

The Philippine Embassy in Berne, Switzerland is accepting Offers/Quotations for the project "Lease of Venue and Related Services," for an official event on 12 June 2025, Thursday, 1800H-2000H.

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](mailto:berne.pe@dfa.gov.ph), [bernepe.property@dfa.gov.ph](mailto:bernepe.property@dfa.gov.ph) or via postal mail on or before 24 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).

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

Terms of Reference	
Lease of Venue and Related Services for a Diplomatic Reception	
<p><b>Background</b></p> <p>The Embassy of the Philippines in Berne intends to hold a diplomatic reception in commemoration of the 127<sup>th</sup> Anniversary of the Proclamation of the Philippine Independence and the 164<sup>th</sup> Birth Anniversary of the Philippine national hero Dr. Jose Rizal.</p>	
<p><b>Objectives</b></p> <p>To secure a venue suitable for the diplomatic reception and related activities to be organized by the Embassy.</p>	
<b>Scope of Work:</b>	<b>Statement of Compliance</b>
Provision of events venue and related services, food and refreshments.	
<p><b>Contractor's Obligations:</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1. Be located within Berne City</li> <li>2. Provide suitable venue that could accommodate at least 100 persons</li> <li>3. Provide sufficient space, technology and equipment for events organization</li> <li>4. Provide necessary professional personnel that will deliver efficient events and related services</li> <li>5. Able to showcase Philippine cuisine</li> <li>6. Comply with Swiss food and drinks, and health safety regulations</li> <li>7. Accept MWST or VAT exemption; and</li> <li>8. Submit the invoice addressed to the Philippine Embassy in Berne within 7 days after delivery</li> </ol>	
<b>Terms of Payment</b>	
<ol style="list-style-type: none"> <li>1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and</li> <li>2. Full payment shall be made within seven (7) days from receipt of official invoice (send-bill arrangement) by postal mail.</li> </ol>	