



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE

**Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3005 Berne
Telephone No. 031-350-1704
Email: berne.pe@dfa.gov.ph**

REQUEST FOR QUOTATION

Request for Quotation

Project : Procurement of Office Supplies and Other Materials
Reference No. : RFQ- 06 - 2021
ABC :
Date : 14 April 2021

The Embassy of the Philippines in Berne, Switzerland requests for Offers/Quotations for the project "Procurement of Office Supplies and Other Materials" for its official use.

Participating companies should comply with the attached Terms of Reference (TOR) of the project.

Interested companies may obtain further information from the BAC Secretariat, Ms. Agnes H. Tuazon at 031-350 1704.

Offers/Quotations must be sent or delivered to the Embassy and received by the BAC Secretariat on or before 19 April 2021. Offers/Quotation will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.



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| ANNEX A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Technical Specifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procurement of Office Supplies and Other Materials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. | BACKGROUND The Philippine Embassy in Berne intends to 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Pack</td> <td>Battery (AA Size) Pack of 40</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Piece</td> <td>Glue Stick, 20g</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Piece</td> <td>Pen- Gel Pen, Black (0.7mm), Refill</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Piece</td> <td>Pen- Gel Pen, Blue (0.7mm), Refill</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Piece</td> <td>Pen- Gel Pen, Red (0.7mm), Refill</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Piece</td> <td>Filing Folder, Pink, A4</td> <td style="text-align: center;">24</td> </tr> <tr> <td>Piece</td> <td>Filing (Display) Folder, A4 with Fasterner</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Piece</td> <td>Paper Fasteners</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Piece</td> <td>Stapler - softpress</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Box</td> <td>Self Adhesive Labels, 210 X297 mm</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Box</td> <td>Decalcifier Liquid, 0.25L, 2pcs/box</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Bottle</td> <td>Dish Washing Liquid</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Piece</td> <td>Dish Washing Sponge</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Box</td> <td>Dish Washer Tablet, all in one</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Bottle</td> <td>Fabric Softener</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Pack</td> <td>Paper Towel, Kitchen, (4-roll/pack)</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Pack</td> <td>Toilet Tissue Paper 10 roll/pack</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Bottle</td> <td>Dettol No Touch Refill, 250ml</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Box</td> <td>Laundry Detergent Powder</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Jar</td> <td>Scented Candles - (13x7.5cm jar)</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Pc</td> <td>Paper Cutter</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Pc</td> <td>USB Memory Stick</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Carton</td> <td>Bond Paper A4 (80g/m2), 5 reams/carton</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Pack</td> <td>Post-it Flags, (SIGNATURE), 43x12mm (4pc/pack)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Piece</td> <td>Cartridge, Toner, HP85A</td> <td style="text-align: center;">19</td> </tr> <tr> <td>Piece</td> <td>Cartridge, Ink, HP 62XL, Black</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Piece</td> <td>Cartridge, Ink, HP 62XL, Multicolored</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Bag</td> <td>Coffee</td> <td style="text-align: center;">25</td> </tr> <tr> <td></td> <td>Floor Delivery</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> | Unit | Item Description | Quantity | Pack | Battery (AA Size) Pack of 40 | 1 | Piece | Glue Stick, 20g | 20 | Piece | Pen- Gel Pen, Black (0.7mm), Refill | 20 | Piece | Pen- Gel Pen, Blue (0.7mm), Refill | 20 | Piece | Pen- Gel Pen, Red (0.7mm), Refill | 10 | Piece | Filing Folder, Pink, A4 | 24 | Piece | Filing (Display) Folder, A4 with Fasterner | 0 | Piece | Paper Fasteners | 1 | Piece | Stapler - softpress | 14 | Box | Self Adhesive Labels, 210 X297 mm | 2 | Box | Decalcifier Liquid, 0.25L, 2pcs/box | 1 | Bottle | Dish Washing Liquid | 10 | Piece | Dish Washing Sponge | 40 | Box | Dish Washer Tablet, all in one | 1 | Bottle | Fabric Softener | 4 | Pack | Paper Towel, Kitchen, (4-roll/pack) | 12 | Pack | Toilet Tissue Paper 10 roll/pack | 15 | Bottle | Dettol No Touch Refill, 250ml | 20 | Box | Laundry Detergent Powder | 2 | Jar | Scented Candles - (13x7.5cm jar) | 20 | Pc | Paper Cutter | 2 | Pc | USB Memory Stick | 15 | Carton | Bond Paper A4 (80g/m2), 5 reams/carton | 15 | Pack | Post-it Flags, (SIGNATURE), 43x12mm (4pc/pack) | 5 | Piece | Cartridge, Toner, HP85A | 19 | Piece | Cartridge, Ink, HP 62XL, Black | 6 | Piece | Cartridge, Ink, HP 62XL, Multicolored | 6 | Bag | Coffee | 25 | | Floor Delivery | 1 | |
| Unit | Item Description | Quantity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pack | Battery (AA Size) Pack of 40 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Glue Stick, 20g | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Pen- Gel Pen, Black (0.7mm), Refill | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Pen- Gel Pen, Blue (0.7mm), Refill | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Pen- Gel Pen, Red (0.7mm), Refill | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Filing Folder, Pink, A4 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Filing (Display) Folder, A4 with Fasterner | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Paper Fasteners | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Stapler - softpress | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Box | Self Adhesive Labels, 210 X297 mm | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Box | Decalcifier Liquid, 0.25L, 2pcs/box | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bottle | Dish Washing Liquid | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Dish Washing Sponge | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Box | Dish Washer Tablet, all in one | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bottle | Fabric Softener | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pack | Paper Towel, Kitchen, (4-roll/pack) | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pack | Toilet Tissue Paper 10 roll/pack | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bottle | Dettol No Touch Refill, 250ml | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Box | Laundry Detergent Powder | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jar | Scented Candles - (13x7.5cm jar) | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pc | Paper Cutter | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pc | USB Memory Stick | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carton | Bond Paper A4 (80g/m2), 5 reams/carton | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pack | Post-it Flags, (SIGNATURE), 43x12mm (4pc/pack) | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Cartridge, Toner, HP85A | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Cartridge, Ink, HP 62XL, Black | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Piece | Cartridge, Ink, HP 62XL, Multicolored | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bag | Coffee | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Floor Delivery | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| IV. | SUPPLIER'S OBLIGATIONS: The supplier shall: 1. Be based in Switzerland; 2. Offer an online shop; 3. Accept MWST or VAT exemption; 4. Submit the invoice within 7 days after delivery of supplies; and 5. Deliver the aforementioned items within 7 days upon receipt of Notice to Proceed | |
| 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. | |