



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**  
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### **Request for Quotation**

**Project : Procurement of Mineral Water Supply and Water Dispenser Rental Service**  
**Reference No. : RFQ – 06 - 2025**  
**Date : 18 March 2025**

The Philippine Embassy in Berne, Switzerland is accepting Offers/Quotations for the project **"Procurement of Mineral Water Supply and Water Dispenser Rental Service."**

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 21 March 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

<b>Technical Specifications/TOR</b>  <b>Procurement of Mineral Water Supply and Water Dispenser Rental Service</b>	
<b>Background</b>  The Philippine Embassy in Berne, Switzerland will procure on Mineral Water Supply and Water Dispenser Rental Service.	
<b>Objective</b>  To contract a reputable mineral water company that could supply the needs of the Embassy for FY 2025.	
<b>Scope of Work</b>  <b>The Company shall provide the following:</b> <ol style="list-style-type: none"> <li>1. Offer a clean and safe supply of mineral water;</li> <li>2. Offer (3) three water dispenser (hot and cold) for rent;</li> <li>3. Provide (1) one storage rack for 4 water bottles;</li> <li>4. Offer paper drinking cup, 20cl (2,500 pcs);</li> <li>5. Conduct a regular maintenance service;</li> <li>6. Offer a warranty on all water dispenser parts;</li> <li>7. Offer free delivery service (up to the stock room of the Embassy); and</li> <li>8. Provide a focal person to handle the account of the Embassy for easy coordination and transaction.</li> </ol>	<b>Statement of Compliance</b>
<b>Contractor's Obligations:</b>  <b>The supplier shall:</b> <ol style="list-style-type: none"> <li>1. Be based in Switzerland;</li> <li>2. Must have online presence;</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>TERMS OF PAYMENT</b>  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.	