



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

Request for Quotation

Project : Procurement of Common Office Supplies
Reference No. : RFQ – 06 - 2022
Date : 08 June 2022

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project "Procurement of Common Office Supplies.

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, 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 or via postal mail on or before 13 June 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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ANNEX A Technical Specifications Procurement of Common Office Supplies					
I.	<p>Background</p> <p>The Philippine Embassy in Berne, Switzerland will procure Common Office Supplies (List attached) for its official use.</p>				
II.	<p>Objective</p> <p>To contract a reputable office supplies company that could supply the needs of the Embassy.</p>				
III.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Scope of Work</th> <th style="width: 20%;">Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td> <p>The Company shall provide the following:</p> <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); and 3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction. </td> <td style="height: 100px;"></td> </tr> </tbody> </table>	Scope of Work	Statement of Compliance	<p>The Company shall provide the following:</p> <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); and 3. Provide a focal person to handle the account of the Embassy for easy coordination and transaction. 	
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IV.	<p>Contractor's Obligations:</p> <p>The supplier shall:</p> <ol style="list-style-type: none"> 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. Payment shall be based on actual transactions/purchase. 				
V.	<p>TERMS OF PAYMENT</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>				



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ANNEX B

LIST OF COMMON OFFICE SUPPLIES TO BE PURCHASED

ITEM	UNIT	QUANTITY
Bond Paper A4, 80g/m ² , 5-ream Box	Box	20
Glue Stick, 20gms.	Piece	30
Laundry Detergent Powder, 5kg.	Box	2
Correction Tape	Piece	20
Photo Paper Laser A4 matte	Pack	2
Dish Washing Liquid	Bottle	8
Self Adhesive Labels, 97 X 42.3 mm (12pc. Sheet)	Pack	2
Self Adhesive Labels, 88.9 X 63.5 mm (8pc. Sheet)	Pack	2
Packaging Tape, Clear, 50mmx30m	Piece	10
Gel Fuel for Chafing Dish	Pack	3
Durable Folder with Fastener, A4, Red	Piece	5