



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: visa@philembassyberne.ch

Request for Quotation

Project : Procurement of Twelve (12) Pieces of Office Desks
Reference No. : RFQ - 07 -2020
Date : 15 April 2020

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1. The Embassy of the Philippines in Berne, Switzerland, through its Bids and Awards Committee (BAC), will procure **twelve (12) pieces of office desks** for its official use and invites interested entities to submit their quotation based on the attached Terms of Reference (TOR) for the Supply and Delivery of the said items at the Chancery.
 2. Any interested entity may submit their quotation via electronic mail at berne.pe@dfa.gov.ph or via postal mail **not later than 18 April 2020** at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes Tuazon, Head of BAC Secretariat).
 3. 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.

JOSEPHINE M. REYNANTE
Chairperson
Bids and Awards Committee



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Philippine Embassy, Berne, Switzerland
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Tel. No. 031 350 1755
Email: Email: berne.pe@dfa.gov.ph

ANNEX A					
Technical Specifications					
Procurement of Office Desks					
I.	<p>Background</p> <p>The Philippine Embassy in Berne intends to replace its old and damage office desks office desks.</p>				
II.	<p>Objective</p> <p>To procure twelve (12) pieces of office desks to replace the old which are overdue for disposal.</p>				
III.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Technical Specifications</th> <th style="width: 20%;">Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> 1. The office desk should be L-shaped with dimension of 2. 1600/800 x W 1600/600; 3. 2. Table top should measure 19 mm and should be made of high-density melamine; 4. Should have an "I" base with connecting beams made of metal; 5. Electric cable chute should be positioned under the tray; 6. Should have metal drawers. </td> <td style="height: 100px;"></td> </tr> </tbody> </table>	Technical Specifications	Statement of Compliance	<ol style="list-style-type: none"> 1. The office desk should be L-shaped with dimension of 2. 1600/800 x W 1600/600; 3. 2. Table top should measure 19 mm and should be made of high-density melamine; 4. Should have an "I" base with connecting beams made of metal; 5. Electric cable chute should be positioned under the tray; 6. Should have metal drawers. 	
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IV.	<p>SUPPLIER'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; and 4. Submit the invoice within 7 days after delivery of supplies. 				
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>				