



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 : Catering Services for commemorative event 27 April 2021
Reference No. : RFQ – 07 - 2021
ABC :
Date : 21 April 2021

The Philippine Embassy in Berne, Switzerland requests for quotation for the food catering services.

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

Interested suppliers may obtain further information from the Administrative Officer and Bids and Awards Committee (BAC) Secretariat, Ms. Agnes H. Tuazon at 031-350-1704.

Offers must be received by the BAC Secretariat by 23 April 2021. Offers shall 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	
Terms of Reference	
Catering Services for a Commemorative Event on 27 April 2021	
Background The Embassy is seeking proposals from caterers in relation to its commemorative activity scheduled on 27 April 2021.	
Objectives To avail of catering services that could provide the following: <ul style="list-style-type: none">A. Detailed food line-up that would include one (1) Main dish, one (1) Vegetable dish, and dessertB. Individual packaging for take -away consumption	
Scope of Work To supply and deliver:	
<ul style="list-style-type: none">1. Provide catering services for thirty (30) pax2. Ensure quality of food to be served3. Serve packed lunch in appropriate packaging	
Supplier's Obligations: The supplier shall: <ul style="list-style-type: none">1. Be based in Switzerland, preferably Berne;2. Offer an online shop,3. Accept MWST or VAT exemption; and4. Submit the invoice addressed to the Philippine Embassy in Berne within 7 days after delivery	
Terms of Payment <ul style="list-style-type: none">1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and2. Full payment shall be made within seven (7) days from receipt of official invoice (send-bill arrangement) by postal mail.	