

**ANNEX A**  
**Technical Specifications**

**Procurement of Common Office Supplies for the 2<sup>nd</sup> Semester of FY 2024**

**Background**

The Philippine Embassy in Berne, Switzerland will procure Common Office Supplies (List attached) for its official use for 2<sup>nd</sup> Semester of 2024.

**Objective**

To contract a reputable office supplies company that could supply the needs of the Embassy for the 2<sup>nd</sup> Semester of 2024.

**Scope of Work**

**The Company shall provide the following:**

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.

**Statement of Compliance**

**Contractor's Obligations:**

**The supplier shall:**

1. Be based in Switzerland;
2. Must have online presence;
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.

**TERMS OF PAYMENT**

The supplier shall submit their bank details together with billing statement/invoice for online banking payment through UBS. For other Commercial Bank, applicable bank charges shall be for the account of the supplier.