



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

**Project : Procurement of Software: Microsoft Office 365
Business Premium One (1) Year and Microsoft Office Family”**
Reference No.: RFQ No. - 08 - 2021
ABC :
Date : 17 May 2021

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project “Procurement of Software: Microsoft Office 365 Business Premium One (1) Year and Microsoft Office Family”.

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.

Offers/Quotations must be sent or delivered to the Embassy and received by the BAC Secretariat by 19 May 2021. Offers/Quotations will 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 A			
Technical Specifications			
Purchase of Microsoft Office 365 Software			
I.	Background		
	The Philippine Embassy in Berne intends to purchase licenses of Microsoft Office 365 Software for its official use.		
II.	Objective		
	To purchase licenses of Microsoft Office 365 Software for its official use.		
III.	Scope of Work		Statement of Compliance
	The Supplier shall provide the following:		
	Unit	Item Description	Quantity
	License	Microsoft Office 365 Business Premium with the following software:	7
		-Microsoft Word	
		-Microsoft Excel	
		-Microsoft Powerpoint	
		-Microsoft Publisher	
		-Microsoft Access	
		nothing follows*	
	License	Microsoft Office 365 Family (6 users/license)	2
		-Microsoft Word	
		-Microsoft Excel	
		-Microsoft PowerPoint	
IV.	SUPPLIER'S OBLIGATIONS:		
	The supplier shall:		
	<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.	TERMS OF PAYMENT		
	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.		