



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 : **Lease of Venue and services**
Reference No. : **RFQ - 09 - 2023**
ABC :
Date : **22 August 2023**

The Philippine Embassy in Berne, Switzerland requests for quotations for the Lease of Venue and related services.

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

Interested companies 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 28 August 2023. Offers shall be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

Annex A Terms of Reference Lease of venue and related services for the capacity building activities of the Embassy	
Background To continually uphold the Department's mission of good governance, promote gender and development, and improve its quality management system, the conduct of capacity building activities are vital in organizational development	
Objectives To secure a venue suitable for the capacity building activities to be organized by the Embassy.	
Scope of Work:	
Provision of events venue and related services, food and refreshments.	
Contractor's Obligations: The Contractor shall: <ol style="list-style-type: none"> 1. Be located within Graubünden, Switzerland 2. Provide suitable venue that could accommodate at least 15 persons 3. Provide sufficient space, technology and equipment to hold team activities and or workshops 4. Provide necessary professional personnel that will deliver efficient events and related services 5. Comply with Swiss accommodation, food and beverages, and health safety regulations 6. Accept MWST or VAT exemption; and 7. Submit the invoice addressed to the Philippine Embassy in Berne within 7 days after delivery 	
Terms of Payment <ol style="list-style-type: none"> 1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and 2. Full payment shall be made within seven (7) days from receipt of official invoice (send-bill arrangement) by postal mail. 	