



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

Tel. ; 031- 350-1704

Email: berne.pe@dfa.gov.ph

Request for Quotation

Project : Procurement of Office Supplies and Other Materials
Reference No. : RFQ- 10 - 2021
ABC :
Date : 21 May 2021

The Embassy of the Philippines in Berne, Switzerland requests for Offers/Quotations for the project "Procurement of Office Supplies and Other Materials" for its official use.

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

Interested companies may obtain further information from the 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 on or before 26 May 2021. Offers/Quotation 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																																																																							
Procurement of Office Supplies and Other Materials																																																																							
I.	<p>BACKGROUND</p> <p>The Philippine Embassy in Berne intends to procure office supplies and other materials for its official use</p>																																																																						
II.	<p>OBJECTIVE</p> <p>To procure office supplies and other materials for its official use</p>																																																																						
III.	<p>SCOPE OF WORK</p> <p>The Supplier shall provide the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 60%;">Item Description</th> <th style="width: 30%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Pack</td> <td>Battery (AA Size) Pack of 40</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Piece</td> <td>Glue Stick, 20g</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Piece</td> <td>Pen- Gel Pen, Black (0.7mm), Refill</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Piece</td> <td>Pen- Gel Pen, Blue (0.7mm), Refill</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Piece</td> <td>Pen- Gel Pen, Red (0.7mm), Refill</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Piece</td> <td>Stapler - softpress</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Box</td> <td>Self Adhesive Labels, 210 X297 mm</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Box</td> <td>Decalcifier Liquid, 0.25L, 2pcs/box</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Bottle</td> <td>Dish Washing Liquid</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Piece</td> <td>Dish Washing Sponge</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Box</td> <td>Dish Washer Tablet, all in one</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Bottle</td> <td>Fabric Softener</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Pack</td> <td>Paper Towel, Kitchen, (4-roll/pack)</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Pack</td> <td>Toilet Tissue Paper 10 roll/pack</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Pc</td> <td>Paper Cutter</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Pc</td> <td>USB Memory Stick</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Carton</td> <td>Bond Paper A4 (80g/m2), 5 reams/carton</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Pack</td> <td>Post-it Flags, (SIGNATURE), 43x12mm (4pc/pack)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Piece</td> <td>Cartridge, Toner, HP85A</td> <td style="text-align: center;">19</td> </tr> <tr> <td>Piece</td> <td>Cartridge, Ink, HP 62XL, Black</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Piece</td> <td>Cartridge, Ink, HP 62XL, Multicolored</td> <td style="text-align: center;">6</td> </tr> <tr> <td></td> <td>Floor Delivery</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Unit	Item Description	Quantity	Pack	Battery (AA Size) Pack of 40	2	Piece	Glue Stick, 20g	20	Piece	Pen- Gel Pen, Black (0.7mm), Refill	20	Piece	Pen- Gel Pen, Blue (0.7mm), Refill	20	Piece	Pen- Gel Pen, Red (0.7mm), Refill	10	Piece	Stapler - softpress	14	Box	Self Adhesive Labels, 210 X297 mm	2	Box	Decalcifier Liquid, 0.25L, 2pcs/box	1	Bottle	Dish Washing Liquid	10	Piece	Dish Washing Sponge	40	Box	Dish Washer Tablet, all in one	1	Bottle	Fabric Softener	4	Pack	Paper Towel, Kitchen, (4-roll/pack)	12	Pack	Toilet Tissue Paper 10 roll/pack	15	Pc	Paper Cutter	2	Pc	USB Memory Stick	15	Carton	Bond Paper A4 (80g/m2), 5 reams/carton	15	Pack	Post-it Flags, (SIGNATURE), 43x12mm (4pc/pack)	5	Piece	Cartridge, Toner, HP85A	19	Piece	Cartridge, Ink, HP 62XL, Black	6	Piece	Cartridge, Ink, HP 62XL, Multicolored	6		Floor Delivery	1	
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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; 4. Submit the invoice within 7 days after delivery of supplies; and 5. Deliver the aforementioned items within 7 days upon receipt of Notice to Proceed 																																																																						



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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.	
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