



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 : Transportation rental and services
Reference No. : RFQ -10 - 2023
ABC :
Date : 22 August 2023

The Philippine Embassy in Berne, Switzerland requests for quotations for the transportation rental 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 29 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 Transportation rental and services	
Background To continually uphold the Department's mission of good governance, promote gender and development and improve its quality management system, conduct of capacity building activities are vital in organizational development	
Objectives To secure transport services to and from venue of the capacity building activities to be organized by the Embassy.	
Scope of Work:	
Provision of vehicle and chauffer.	
Contractor's Obligations: The Contractor shall: <ol style="list-style-type: none"> 1. Be located within Switzerland 2. Provide suitable vehicle that could accommodate at least 25 persons 3. Provide necessary professional personnel that will deliver efficient transportation and related services 4. Comply with Swiss health safety regulations 5. Accept MWST or VAT exemption; and 6. 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. 	