



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 Metal Cabinets with Hinged Door
Reference No. : RFQ - 12- 2021
Date : 26 May 2021**

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project "Procurement of Metal Cabinets with Hinged Door".

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 via electronic mail at berne.pe@dfa.gov.ph or via postal mail on or before 31 May 2021 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes H. Tuazon, Head of BAC Secretariat)

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											
Procurement of Metal Cabinets with Hinged Door											
I.	Background										
	The Philippine Embassy intends to procure cabinet as part of its Quality Management System Compliance.										
II.	Objective										
	To purchase eleven (11) pieces Metal Cabinets with Hinged Door.										
III.	Technical Specifications	Statement of Compliance									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 70%;">Item Description and Specifications</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Piece</td> <td> Metal Cabinets with Hinged Doors <ul style="list-style-type: none"> 1 shelf, 2 folder heights width (mm)- 914, height (mm) 1,000 light gray or black double-bit lock, with keys </td> <td style="text-align: center;">11</td> </tr> <tr> <td></td> <td style="text-align: center;">*****</td> <td></td> </tr> </tbody> </table>	Unit	Item Description and Specifications	Quantity	Piece	Metal Cabinets with Hinged Doors <ul style="list-style-type: none"> 1 shelf, 2 folder heights width (mm)- 914, height (mm) 1,000 light gray or black double-bit lock, with keys 	11		*****		
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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.										