



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kichenfeldstrasse, 3005 Berne
Tel. No. 031-350 1704
Email: berne.pe@dfa.gov.ph

Request for Quotation

Project : **Restoration of the Philippine Embassy's Two (2) Main Doors and Repair of Two (2) doors at the Receiving Room**

Reference No. : **RFQ - 13- 2021**

ABC :

Date : **09 June 2021**

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1. The Embassy of the Philippines in Berne, Switzerland, through its Bids and Awards Committee (BAC), invites Offers/Quotations for the project "Restoration of the Philippine Embassy's Two (2) Main Doors and Repair of Two (2) Doors at the Receiving Room". Interested Contractors should comply with the Attached Terms of Reference (TOR) of the project.
 2. Offers/Quotation must be received by the Embassy on or before 11 June 2021. Offers/Quotation shall be Considered by the Committee on the same day. Contractors shall thereafter be informed of the decision of the Committee.
 3. Further information may be obtained from Ms. Agnes Tuazon, Head of BAC Secretariat, with telephone number 031-350 1704.



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ANNEX A

**Technical Specification
Restoration of Philippine Embassy's Two (2) Main Doors and the Repair of
Two (2) Doors at the Receiving Room**

I.	Background: The Embassy will undertake the restoration of the Embassy's two (2) main doors and repair of the two (2) doors at the receiving room.	
II.	Objective: To hire professional services to restore the Embassy's two (2) main doors and repair of the two (2) doors at the receiving room.	
III	Scope of Work: The Contractor shall undertake the following:	Statement of Compliance
	<ol style="list-style-type: none"> 1. Scraping of the old paint/polish on both sides (in and out) of the main doors; 2. The main doors will be repainted on both sides according to its original brown color with applied protective coating against the weather; 3. The current outside door knobs that are made of solid golden brass will not be replaced but will be restored to their original golden colour; 4. To install inside handles on both doors that are made of solid golden brass materials to be provided by the Embassy; 5. Provide adjustments necessary on the re-installation of all four (4) doors; 6. Attach a wooden replica on the inner side of the doors to conceal view of the key cylinders attached on the doors; 7. Provide temporary replacement security doors while the two (2) main doors are undergoing the restoration process. 8. Install door stoppers at the two (2) main doors 9. Fix any damages, abrasion/scratches on the walls and door hinges which may result from the execution of the project. 	
IV	Contractor's Obligations: The Contractor shall:	
	<ol style="list-style-type: none"> 1. Provide professional service crew 2. Provide its crew with equipment and other tools necessary to undertake the work 3. Provide equipment and other tools necessary to undertake the work 4. Provide mandatory accident and other form of insurance as required by Swiss laws for the crew 	



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V	Contract and Duration and Offer <ol style="list-style-type: none">1. The Contract shall be completed within one (1) month2. From the agreed start of work3. The Offer shall include a breakdown of costs4. The Offer shall be exclusive of MWST/VAT refund	
VI.	Terms of Payment <ol style="list-style-type: none">1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland and should indicate the project name "Restoration of the Embassy's Two (2) Main Doors and Two (2) Doors at the Receiving Room"2. Full payment shall be made within seven (7) days from receipt of official invoice	