



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 : **Installation of Consular Processing Glass Window**
Reference No. : **RFQ - 15 -2020**
ABC :
Date : **03 December 2020**

-
1. The Embassy of the Philippines in Bern, Switzerland, through its Bids and Awards Committee (BAC), invites Offers/Quotations for the project "Installation of Consular Processing Glass Windows". Interested companies must comply with the attached Term of Reference (TOR) for the project.
 2. Offers/Quotations must be received by the Embassy on or before **10 December 2020**. Offers/Quotations 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 the Administrative Officer (BAC-Secretariat) Ms. Agnes Tuazon with telephone number 031 350 1704.



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
 BOTSCHAFT DE REPUBLIK DE PHILIPPINEN
 BERNE

ANNEX A
Technical Specifications
Installation of Consular Processing Glass Windows

I.	BACKGROUND: The Embassy will undertake the installation of glass processing windows at the consular section of the Embassy. The glass windows will have three (3) processing zones	
II.	OBJECTIVE: To hire professional services to install security glass windows for the processors at the Consular Section	
III.	SCOPE OF WORK: The Contractor shall undertake to install three (3) security glass windows with integrated microphone systems that can accommodate three processors and solid counters on both sides of the windows for the processors and the applicants with the following specifications: <u>Window Counter Extension:</u> <ol style="list-style-type: none"> 1. The wall and ceiling beam of the window extension should correspond to the measurement and recommendation of an engineer to maintain upper floor stability 2. The height of the counter should be at least 70 cm (office table height) 3. The counter should be made of sturdy wooden material with ash veneer color 4. The outer counter width should be at least 35 cm 5. The inner counter width should be at least 35 cm 6. The left and right side of the inner counter should be extended with a total measurement of 94 cm lengthwise with 40 cm width, enough to accommodate a cashier module and ICT paraphernalia; and 7. Should have an installed document slot similar to banks or ticket counters. <u>Window Microphone/Speaker Combo:</u> <ol style="list-style-type: none"> 1. Two (2) sets of microphone and speaker combo should be built-in and protrudes through the glass counter 2. Should have an adjustable volume control 3. Should receive and emit clear vocal sound to enable clear conversation between the processor and the applicant 4. Should have a call buzzer feature (1x) 	Statement of Compliance



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
 BOTSCHAFT DE REPUBLIK DE PHILIPPINEN
 BERNE

	<p><u>Room Door Opening Orientation:</u></p> <ol style="list-style-type: none"> 1. Change the Passport Section's door opening orientation from left to right 2. Change the Consular Area's door opening orientation from right to left 	
IV	<p>CONTRACTOR'S OBLIGATIONS:</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Provide a detailed and duly certified structural and architectural design 2. Provide professional and duly licensed service crew 3. Provide its crew with appropriate protective gear to carry out the project 4. Provide equipment and other tools necessary to undertake the work 5. Provide mandatory accident and other form of insurance as required by Swiss laws for the crew 6. Ensure that the integrity of the building is safeguarded and not compromised 	
V	<p>CONTRACT DURATION AND OFFER</p> <ol style="list-style-type: none"> 1. The Contract shall be completed within one (1) month from the start of work on 22 February 2021. 2. The Offer shall include a breakdown of cost 3. The Offer shall be exclusive of MWST/VAT refund 	
V.	<p>TERMS OF PAYMENT</p> <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 "Installation of Consular Processing Glass Windows" 2. Full payment shall be made within seven (7) days from receipt of official invoice 	