



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3006 Berne
Tel. No. 031 350 1717
Email: berne.pe@dfa.gov.ph

Request for Quotation

Project : Procurement of Toner Cartridge Compatible
with DCP-L8410 CDW Multifunction Printer
Reference No. : RFQ - 16 -2021
Date : 02 July 2021

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1. The Embassy of the Philippines in Berne, Switzerland, through its Bids and Awards Committee (BAC), will procure original toner cartridges compatible with its DCP-L8410 CDW multifunction printers for the Embassy's official use and invites interested entities to submit their quotation based on the attached Terms of Reference (TOR) for the Supply and Delivery of the said items at the Chancery.
 2. Any interested entity may submit their quotation via electronic mail at berne.pe@dfa.gov.ph or via postal mail **not later than 07 July 2021** at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes Tuazon, Head of BAC Secretariat).
 3. The Embassy of the Republic of the Philippines reserves the right to accept or reject any offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and to award the contract to entity with the most advantageous offer, without thereby incurring any liability to the interested entities.



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ANNEX A Technical Specifications Procurement of Toner Cartridge Compatible with DCP-L8410CDW Multifunction Printers																	
I.	Background The Philippine Embassy in Berne intends to procure toner cartridges compatible with its DCP-L8410CDW multifunction printers.																
II.	Objective To procure compatible DCP-L8410CDW multifunction printer toner cartridge for its official use																
III.	Scope of Work The Supplier shall provide the following:	Statement of Compliance															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Unit</th> <th style="width: 60%;">Item Description</th> <th style="width: 25%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Pcs</td> <td>DCP-L8410 CDW Compatible TN-423B Toner Cartridge, Black</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Pcs</td> <td>DCP-L8410 CDW Compatible TN-423M Toner Cartridge, Magenta</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Pcs</td> <td>DCP-L8410 CDW Compatible TN-423C Toner Cartridge, Cyan</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Pcs</td> <td>DCP-L8410 CDW Compatible TN-423Y Toner Cartridge, Yellow</td> <td style="text-align: center;">4</td> </tr> </tbody> </table>	Unit	Item Description	Quantity	Pcs	DCP-L8410 CDW Compatible TN-423B Toner Cartridge, Black	4	Pcs	DCP-L8410 CDW Compatible TN-423M Toner Cartridge, Magenta	4	Pcs	DCP-L8410 CDW Compatible TN-423C Toner Cartridge, Cyan	4	Pcs	DCP-L8410 CDW Compatible TN-423Y Toner Cartridge, Yellow	4	
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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; 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. 																
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.																