



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 Professional Services for the Repair of a Portion of the Roof of the Embassy Chancery.
Reference No.: RFQ No. - 16 - 2022
ABC :
Date : 02 November 2022

The Philippine Embassy in Berne, Switzerland requests for Offers/Quotations for the project "Procurement of Professional Services for the Repair of a portion of the roof of the Embassy Chancery".

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 or Mr. Bernard F. Bartolome, Property Officer at 031-350-1718.

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by Monday, 07 November 2022. Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

ANNEX A
Technical Specifications
Repair of a portion of the Roof of the Philippine Embassy Chancery

I.	<p>BACKGROUND</p> <p>The Embassy will undertake the project “Procurement of Professional Services for the Repair of a Portion of the Roof of the Philippine Embassy Chancery</p>	
II	<p>OBJECTIVE</p> <p>To hire professional services for the repair of a portion of the roof of the Philippine Embassy Chancery</p>	
III	<p>SCOPE OF WORK</p>	Statement of Compliance
	<ol style="list-style-type: none"> 1. The Contract shall undertake to repair a portion of the roof of the Embassy Chancery from where the installed roof tiles have fallen off. 2. Replace and install roof tiles that of similar design, color, quality to what is currently installed in the roof of the Embassy chancery. 3. Clean the ducts and gutters surrounding the roof 4. Make a survey and provide a report of the current condition of the entire roof of the Embassy chancery. 	
IV	<p>CONTRACTOR’S OBLIGATIONS</p> <p>The Contractor shall:</p> <p>Provide professional and duly licensed crew;</p> <p>Provide its crew with appropriate protective gear to carry out the project;</p> <p>Provide equipment and other tools necessary to undertake the work;</p> <p>Provide mandatory accident and other form of insurance as required by Swiss laws for the crew;</p> <p>Shall be responsible for the disposal of debris</p>	
V	<p>CONTRACT DURATION AND OFFER</p> <p>The Contract shall be completed by 31 December 2022</p>	

V	TERMS OF PAYMENT The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland and should indicate the project name "Repair of a portion of the roof of the Philippine Embassy's Chancery". Full payment shall be made within seven (7) days from receipt of official invoice.	
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