



**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](mailto:berne.pe@dfa.gov.ph)**

**REQUEST FOR QUOTATION**

**Project** : **Catering, food preparation and events services**  
: **for the *Paskuhan sa Pasuguan***  
**Reference No.** : **RFQ - 16 - 2023**  
**Date** : **10 November 2023**

The Philippine Embassy in Berne, Switzerland requests for quotation for the catering/food preparation services for an event on Friday, 15 December 2023, 1700H to be held at the Embassy premises.

Interested companies should comply with the attached Terms of Reference (TOR) of the project.

Interested companies may obtain further information from the Administrative Officer and Bids and Awards Committee (BAC) Secretariat, Ms. Agnes H. Tuazon at 031-350-1704.

Offers must be received by the BAC Secretariat by 14 November 2023. Offers shall 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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<p>Annex A</p> <p>Terms of Reference</p> <p>Catering, food preparation and events services for the <i>Paskuhan sa Pasuguan</i></p>	
<p><b>Background</b></p> <p>To enliven Philippine Christmas traditions, the Embassy of the Philippines in Berne intends to hold activities that will also showcase Philippine cuisine.</p>	
<p><b>Objectives</b></p> <p>To secure a competent catering and events services for the commemoration activities to be organized by the Embassy.</p>	
<p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li>1 Provide Menu selection for food and refreshments for 100 persons.</li> <li>2 Provision for table set up and arrangement service.</li> <li>3 Provision of service personnel for the food stations; and</li> <li>4 Comply with Swiss food and drinks, and health safety regulations.</li> </ol>	
<p><b>Contractor's Obligations:</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1 Preferably based in Bern, Switzerland;</li> <li>2 Must have online presence;</li> <li>3 Accept MWST or VAT exemption;</li> <li>4 Submit the invoice within 7 days after delivery of supplies; and</li> <li>5 Payment shall be based on actual transactions/purchase.</li> </ol>	
<p><b>Terms of Payment</b></p> <p>The supplier shall submit their bank details together with billing statement/invoice for online banking payment through UBS. For other Commercial Bank, applicable bank charges shall be for the account of the supplier.</p>	