



**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  
Tel. No. 031 350 1704  
Email: [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)

### **Request for Quotation**

**Project** : Lease of Venue for the Lunch Meeting to be Hosted by the  
Philippine Embassy for the Philippine Delegation to the Locarno  
Film Festival 2021  
**Reference No.:** RFQ - 17 -2021  
**ABC** :  
**Date** : 04 August 2021

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The Embassy of the Philippines in Berne, Switzerland will lease a venue for a lunch-meeting of the Philippine Delegation to the Locarno Film Festival.

Bidders should be based in Locarno, Switzerland and should comply with the attached Terms of Reference (TOR) for the project.

Interested bidders may obtain further information from the Administrative Officer (BAC-Secretariat), Ms. Agnes Tuazon at the 031 350 1704.

Bid offers must be delivered to and received by Administration, by 07 August 2021. Bid offers shall be considered by the Committee on the same day. Bidders shall thereafter be informed of the decision of the Committee.



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<b>ANNEX A</b> <b>Technical Specifications</b> <b>Lease of Venue for the Lunch Meeting to be Hosted by the Philippine Embassy for the Philippine Delegation to the Locarno Film Festival 2021</b>		
<b>I.</b>	<b>Background</b>  The Philippine Embassy in Berne intends to lease a venue for lunch-meeting to be hosted by the Philippine Embassy for the Philippine Delegation to the Locarno Film Festival 2021 on 10 August 2021.	
<b>II.</b>	<b>Objective</b>  To secure a venue for the lunch meeting.	
<b>III.</b>	<b>Scope of Work:</b>  Provision of meeting venue, conference services food and refreshments.	<b>Statement of Compliance</b>
<b>IV</b>	<b>Contractor's Obligations:</b>  The Contactor shall: <ol style="list-style-type: none"> <li>1. Provide a suitable venue and conference services for thirty-five (35) persons;</li> <li>2. Provide the necessary professional personnel that will deliver efficient conference and related services required for the meeting.</li> <li>3. Provide lunch and drinks during the meeting; and</li> <li>4. Comply with the Swiss food and drinks safety regulation.</li> </ol>	
<b>V.</b>	<b>Contract Duration and Bid Price</b> <ol style="list-style-type: none"> <li>1. The Contract shall be for Tuesday, 10 August 2021.</li> <li>2. The Offer shall include a breakdown of cost; and</li> <li>3. The Offer shall be exclusive of MWST/VAT.</li> </ol>	
<b>V.</b>	<b>Terms of Payment</b> <ol style="list-style-type: none"> <li>1. The Invoice shall be issued to the Embassy of the Philippines, Berne; and</li> <li>2. Full payment shall be made within seven (7) days from receipt of the original invoice.</li> </ol>	