



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 1704
Email: bernepe@dfa.gov.ph

Request for Quotation

Project : Procurement of Computer Laptops, Software and Multifunction Printers
Reference No. : RFQ - 19 -2020
ABC :
Date : 04 December 2020

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1. The Embassy of the Philippines in Bern, Switzerland, through its Bids and Awards Committee (BAC), invites Offers/Quotations for the project "Procurement of Computer Laptops, Software and Multifunction Printers". 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 **20 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.



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ANNEX A																																																																																						
Technical Specifications																																																																																						
Procurement of Computer Laptops with Software and Multifunction Printers																																																																																						
I.	Background																																																																																					
	The Embassy intends to procure laptops, software and multifunction printers to provide flexibility in view of the work-at-home reality today.																																																																																					
II.	Objective																																																																																					
	To purchase thirteen (13) sets of laptop computers with office software and three (3) multifunction printers for its official use.																																																																																					
III.	Scope of Work	Statement of Compliance																																																																																				
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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; and4. Submit the invoice within 7 days after delivery of supplies.	
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.	