



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

REQUEST FOR QUOTATION

Project : **Transportation rental and services**
Reference No. : **RFQ - 20 - 2022**
ABC :
Date : **23 November 2022**

The Philippine Embassy in Berne, Switzerland requests for quotation for the Lease of Venue and related services.

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 28 November 2022. 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>Transportation rental and services</p> | |
| <p>Background</p> <p>To continually uphold the Department’s mission of good governance, promote gender and development and improve its quality management system, conduct of capacity building activities are vital in organizational development</p> | |
| <p>Objectives</p> <p>To secure transport services to and from venue of the capacity building activities to be organized by the Embassy.</p> | |
| <p>Scope of Work:</p> | |
| <p>Provision of vehicle and chauffeur.</p> | |
| <p>Contractor’s Obligations:</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Be located within Switzerland 2. Provide suitable vehicle that could accommodate at least 25 persons 3. Provide necessary professional personnel that will deliver efficient transportation and related services 4. Comply with Swiss health safety regulations 5. Accept MWST or VAT exemption; and 6. Submit the invoice addressed to the Philippine Embassy in Berne within 7 days after delivery | |
| <p>Terms of Payment</p> <ol style="list-style-type: none"> 1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and 2. Full payment shall be made within seven (7) days from receipt of official invoice (send-bill arrangement) by postal mail. | |