



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 1717
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Request for Quotation

Project : REVERSE LOGISTICS OF 2019 AND PREVIOUS YEARS' ELECTION MATERIALS AND PARAPHERNALIA FROM SWITZERLAND TO COMELEC MANILA VIA SEA FREIGHT, DOOR-TO-DOOR

Reference No. : RFQ – 21 - 2021

Date : 19 November 2021

The Philippine Embassy on behalf of the Commission on Elections Office of Overseas Voting (COMELEC-OFOV) requests for Offers/Quotations for the project "Reverse Logistics of 2019 and Previous Years' Election Materials and Paraphernalia from Switzerland to COMELEC Manila via Sea Freight, Door-to-Door".

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 via electronic mail at berne.pe@dfa.gov.ph or via postal mail on or before 23 November 2021 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes H. Tuazon, Head of BAC Secretariat)

Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

The Embassy of the Republic of the Philippines reserves the right to accept or reject any offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and to award the contract to entity with the most advantageous offer, without thereby incurring any liability to the interested entities.



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ANNEX A Technical Specifications		
Reverse Logistics of 2019 and Previous Years' Election Materials and Paraphernalia from Switzerland to COMELEC-OFOV Manila via Sea Freight, Door-to-Door		
I.	Background The Philippine Embassy on behalf of the Commission on Elections Office of Overseas Voting (COMELEC-OFOV) intends to avail of the services of a reputable shipping company for the reverse logistics of 2019 and previous years' election materials and paraphernalia from Switzerland to COMELEC-OFOV Manila via sea freight, door-to-door.	
II.	Objective To hire professional shipping services for the reverse logistics of 2019 and previous years' election materials and paraphernalia from Switzerland to COMELEC-OFOV Manila via sea freight, door-to-door.	
III.	Scope of Work The Contractor shall undertake the following: <ol style="list-style-type: none"> 1. Facilitate the pick-up of handling of boxes containing previous years' election materials and paraphernalia for shipment; and 2. Facilitate the Custom's clearance and delivery of boxes containing previous years' election materials and paraphernalia to COMELEC-OFOV Manila, door-to-door. 	Statement of Compliance
IV.	Contractor's Obligations: The Contractor shall: <ol style="list-style-type: none"> 1. Provide boxes and all packing materials for the shipment of previous years' election materials and paraphernalia; 2. Provide professional service for the pick up and handling of boxes containing previous years' election materials and paraphernalia; 	
V.	Contract Duration and Offer: <ol style="list-style-type: none"> 1. The Offer shall include a breakdown of cost; and 2. The Offer shall be exclusive of MWST/VAT refund and all charges 	