



**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** : **Renovation of Two (2) Kitchens of the Philippine Embassy Chancery**  
**Reference No.** : **RFQ - 09 - 2022**  
**ABC** :  
**Date** : **03 October 2022**

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The Philippine Embassy in Berne, Switzerland, through its Bids and Awards Committee (BAC), requests for Offers/Quotation for the project “Renovation of Two (2) Kitchens of the Philippine Embassy Chancery.” Interested companies should comply with the attached Terms of Reference (TOR) of the project.

Offers/Quotations must be received by the Embassy on or before 10 October 2022. Offers/Quotations shall be considered by the Committee on the same day. Companies shall thereafter be informed of the decision of the Committee.

Further information may be obtained from the Administrative Officer (BAC Secretariat) Ms. Agnes H. Tuazon at 031-350-1704.



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## ANNEX A

### Technical Specifications

#### Renovation of the Philippine Embassy Chancery's Two (2) Kitchens

I	<p><b>Background</b></p> <p>The Philippine Embassy will undertake the project "Renovation of the Philippine Embassy Chancery's two (2) kitchens located at the third floor, East and West Attic Apartments.</p>
II	<p><b>Objective</b></p> <p>To hire professional services for the renovation of the Philippine Embassy Chancery's two (2) kitchens located at the third floor, East and West Attic Apartments.</p>
III	<p><b>Scope of Work</b></p> <p>The Contract shall undertake to renovate the two (2) kitchens located at the 3<sup>rd</sup> floor, east and west attic apartments with the following specified works:</p> <ol style="list-style-type: none"><li>1. Dismantle and replace all old kitchen cabinets and cupboards;</li><li>2. Dismantle old counter-tops and replace them with new counter tops made of granite or black stone;</li><li>3. Dismantle and replace the existing kitchen sinks and faucets;</li><li>4. Dismantle and replace the old kitchen appliances e.g. cook top with 2 burners, built-in refrigerators and the dishwasher at Kitchen No. 1 (East Wing apartment);</li><li>5. Provide professional plumbing and electrical services; and</li><li>6. Shall repair/paint walls that may be affected with regard to the execution of the projects.</li><li>7. Shall be responsible for the disposal of dismantled cabinets, appliances and debris from the old kitchens</li></ol>



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IV	<p><b>Supplier's obligation</b></p> <p><b>The Contractor shall:</b></p> <ol style="list-style-type: none"><li>1. Provide a detailed design of the kitchens;</li><li>2. Provide professional and duly licensed crew;</li><li>3. Provide its crew with appropriate protective gear to carry out the project</li><li>4. Provide equipment and other tools necessary to undertake the work;</li><li>5. Provide mandatory accident and other form of insurance as required by Swiss laws for the crew;</li><li>6. Ensure that the integrity of the building is safeguarded and not compromised; and shall be responsible for the disposal of the dismantled cabinets, appliances and debris from the old kitchens;</li><li>7. The Company shall be based in Switzerland;</li><li>8. Accept MWST or VAT exemption; and</li><li>9. Submit the invoice within 7 days after completion of the project.</li></ol>	
V	<p><b>Terms of Payment</b></p> <p>The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and</p> <p>Full payment shall be made within seven (7) days from receipt of official invoice</p>	