

Annex A
Terms of Reference
Transportation rental and services

<p>Background 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 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 chauffer.</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. 	