



**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 : Procurement of Professional Services for the Maintenance of  
the Embassy's Garden and Surroundings for FY 2024**  
**Reference No. : RFQ No.- 15 - 2023**  
**ABC :**  
**Date : 08 November 2023**

The Philippine Embassy in Berne, Switzerland invites interested parties to submit Offers/Quotations for the project "Procurement of Professional Services for the Maintenance of the Embassy's Garden and Surroundings for CY 2024".

Participating companies should comply with the attached Terms of Reference (TOR) of the project.

Interested companies may obtain further information from the BAC Secretariat, Ms. Agnes H. Tuazon at 031-350-1704 or Mr. Bernard Bartolome, 031-350-1718.

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 18 November 2023. Offers/Quotations will 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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**ANNEX A**

**Technical Specifications  
Procurement Professional Services for the Maintenance of the  
Embassy's Garden and Surrounding.**

<b>I.</b>	<b>Background</b>	
	The Philippine Embassy intends to avail itself of the services of a Swiss reputable company for the maintenance of the Embassy's garden and surroundings for FY 2024.	
<b>II.</b>	<b>Objective</b>	
	To procure professional services	
<b>III.</b>	<b>Scope of Work</b>	<b>Statement of Compliance</b>
	The Contractor shall undertake the following:	
	<ol style="list-style-type: none"> <li>1. Cut grasses and remove unwanted plants, clean garden premises, dispose of weeds, grasses and dry leaves;</li> <li>2. Cut unwanted/excess branches of big trees surrounding the Embassy ground;</li> <li>3. Provide chemicals to remove weeds/unwanted plants and fertilize the soil;</li> <li>4. Provide equipment to cut grasses and weeds and to clean garden premises; and</li> <li>5. Replace and plant additional flowering plants as needed.</li> </ol>	
<b>IV</b>	<b>Contractor's Obligations:</b>	
	The Contractor shall:	
	<ol style="list-style-type: none"> <li>1. Provide professional, duly licensed gardener/s;</li> <li>2. Provide its crew with appropriate protective mask and gloves; and</li> <li>3. Provide equipment and other tools necessary to undertake the work</li> </ol>	
<b>V.</b>	<b>Contract Duration and Offer:</b>	
	<ol style="list-style-type: none"> <li>1. The Contract shall be for Spring, Summer and Autumn 2024;</li> <li>2. The Offer shall include a breakdown of cost; and</li> <li>3. The Offer shall be exclusive of MWST/VAT refund</li> </ol>	



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<b>VI</b>	<b>Terms of Payment:</b>	
	<ol style="list-style-type: none"><li>1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and should indicate that the same is for the gardening services</li><li>2. Full payment shall be made within seven (7) days from receipt of the official invoice (send-bill arrangement) by mail</li></ol>	