



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Brussels, Belgium intends to procure the services of a contractor to do the following repair and installation works at the Consular Section of the Chancery:

1. Demolition of a partition wall
2. Supply and installation of a safety glass with holes for the counter
3. Repair and repainting of walls and door
4. Revarnishing of countertop
5. Supply and installation of a 5cm thick oak shelf for the countertop

The details of the procurement are indicated in the attached Terms of Reference (TOR).

Interested companies are requested to accomplish the attached Price Quotation Form (Annex), with the provisions of the project's TOR and send to the Embassy's email address brussels.pe@dfa.gov.ph or by courier at 297 Avenue Molière 1050 Ixelles on or before the end of business hours at 5:00 pm, Brussels Standard Time, Friday, 03 November 2023.

For queries regarding the project, kindly email the Embassy's Administrative Section at brussels.pe@dfa.gov.ph or call +32 2 340 33 77.

PABLITO M. MENDOZA
Chairperson, Bids and Awards Committee

24 October 2023

PRICE QUOTATION FORM

Date: _____

Embassy of the Philippines
 297 Avenue Molière
 1050 Ixelles

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

Project (Renovation of the Philippine Embassy Chancery)	Quotation Price (Inclusive of all costs and applicable taxes)
1. Partition demolition	Euro
2. Repair and repainting of walls and door	Euro
3. Revarnishing of countertop	Euro
4. Supply and installation of a safety glass with nine holes	Euro
5. Supply and installation of a 5cm thick oak shelf for the countertop	Euro

Total quoted amount in Euro _____

Amount in words: _____

This also serves as our compliance to the terms and provisions of the Terms of Reference (TOR) of the Project.

Very truly yours,

Name of the Company_____
Name/Signature of authorized Representative_____
Contact number

TERMS OF REFERENCE

PROJECT : **Repair and Installation Works at the Consular Section of the Philippine Embassy Chancery in Brussels, Belgium**

CONTRACT PERIOD: **November 2023**

I. Background

The Embassy of the Philippines in Brussels, Belgium intends to renovate the Consular Section of the Philippine Embassy Chancery located at 297 Avenue Moliere, Ixelles, hereinafter referred to as the Project, from a reputable company/supplier.

II. Specification/Particulars

Renovation of the Consular section involves the following:

- Demolition of a partition wall
- Repair and repainting of walls and door
- Revarnishing of countertop
- Supply and installation of a safety glass with holes
- Supply and installation of a 5cm thick oak shelf for the countertop

III. Approved Budget for the Contract (ABC)

The approved Budget for the Contract (ABC) for the Project shall not exceed **FIVE THOUSAND EUROS (€5,000.00)**.

IV. Deliverables

The company/supplier shall fulfill the requirements of the above-mentioned renovation project that meets the minimum specifications indicated under Section II above.

V. Pricing

The offered quote or cost of the contract shall be in Euro and inclusive of all applicable government taxes, delivery cost, and installation charges.

VI. Warranty

The items/supplies provided by the company/supplier shall include the manufacturer's appropriate warranty. The company/supplier shall be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

VII. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer or the Lowest Calculated Responsive Quotation.

VIII. Terms of Payment

Payment shall be made within seven (7) days upon acceptance of the Project.