



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Filipinernes Ambassade
Copenhagen

LTR- LHL- 25- 2019

01 October 2019

REQUEST FOR QUOTATION

Sir/Madam:

The Embassy of the Republic of the Philippines in Copenhagen, Denmark, intends to procure office equipment, office furniture and fixtures for the official use of its personnel in its Chancery located at Arne Jacobsens Allé 13, 1ST Floor, 2300 Copenhagen.

Given the above, the Embassy would like to request price quotations from your company for the following items:

FOR CONSULAR/STAFF WORK AREA
One (1) piece Consular Counter/Booth/Reception Desk (Large Size)
One (1) piece Table for Consular passport booth
One (1) piece Edge Floor Screen/Divider for Consular booth
Fifteen (15) pieces New Order Trolley
Two (2) pieces System Cabinets
Three (3) pieces Writing Tables
FOR OFFICE PANTRY
Two (2) pieces Pantry/Dining Tables
Fourteen (14) pieces Pantry/Dining Chairs

Attached herewith, for reference, is the Technical Specifications required by the Embassy for the abovementioned office equipment, office furniture and fixtures.

Furthermore, following are the Terms and Conditions relative to this request for quotation:

1. Companies shall provide correct and accurate pricing and service information.
2. Price quotation shall be denominated in Danish Krone (DKK) and shall include all taxes, duties, delivery charges, installation costs and/or other lawful charges.
3. Companies shall comply with the Technical Specifications as mentioned in the attached document.
4. Companies are requested to submit a signed price quotation and indicate its acceptance of the attached technical specifications for the procurement.
5. The Embassy of the Republic of the Philippines reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

The Embassy of the Republic of the Philippines accepts open quotations submitted directly through email mentioned below.

Should you require further clarification, please contact the Embassy at telephone no. +45 71 41 59 52 or send a message to philemb.dk@gmail.com .

Very truly yours,



MARIA ANTONINA M. OBLENA
Deputy Chief of Mission & Consul General

TECHNICAL SPECIFICATIONS

Procurement of Office Equipment, Office Furniture and Fixtures for the Official Use of the Staff of the
Embassy of the Philippines
in its Chancery located at Arne Jacobsens Allé 13, 2300 Copenhagen, Denmark

I.	Background The Philippine Embassy intends to procure office equipment, office furniture and fixtures for Embassy staff, Consular area and Office pantry for official use of the Embassy .		
II.	Objective Procure brand new office equipment, office furniture and fixtures for newly established Embassy.		
III.	TECHNICAL SPECIFICATIONS All office equipment, office furniture and fixtures shall be brand-new, durable, ergonomically designed and manufactured by a reputable company. Refurbished office equipment, office furniture and fixture are not acceptable.		
IV.	Particulars	Quantity	STATEMENT OF COMPLIANCE
	Consular Counter/Booth/Reception (Large Size) A reception desk, Large Size, Color: anthracite, 4 modules L:320cm H:80cm	1 piece	
	Table for Consular Passport Booth Table with a front table top and ends. Color: anthracite laminated and front in anthracite, Size L:180cm D:80cm H:73cm	1 piece	
	Edge Floor Screen/Divider for Consular Booth Upholstered in Lucia Color: Marianna, With T-blade wheels in black, Size: H:180cm W:120cm	1 piece	
	New Order Trolleys Light grey color, with three drawers and wheels	15 pieces	
	Cabinet for Consular Files System Cabinet with shelves in the top module and 2 doors in the low module. Color: Snow white with wheels Total size: W:70cm D:38cm H: with wheels 100 cm	2 pieces	
	Writing Tables Writing table, Special size, Color: White laminate, Size: L:180cm D:60cm H:100cm with wheels	3 pieces	
	Pantry/Dining Tables Pantry/Dining/Canteen Table, Color: White laminate, Size: L:180cm D:90cm H:93cm with wheels	2 pieces	
	Pantry/Dining Chairs Bar stool type, Color: Grey polypropylen seat and grey metal base SH:65cm	14 pieces	
V.	Warranty 1. All office equipment, office furniture and fixture as well as their parts/peripherals shall be covered by a warranty on parts and labor for the duration of 1 year. 2. The Contractor shall replace any of the office equipment, office furniture and fixture as well as their parts/peripherals mentioned in the Technical Specifications (Part III) found to have factory defects within five (5) days upon notice by the Embassy of the Philippines. 3. The Contractor shall repair the office equipment, office furniture and fixture as well as their parts/peripherals that are under warranty within five (5) days. 4. In case repair will take longer than five (5) days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired.		

VI.	Duration and Delivery		
	1. The Contractor shall deliver the office equipment and furniture and fixture as soon as the purchase order is signed.		
VII.	Payment		
	<p>1. Payment shall be made within seven (7) days from the date of delivery.</p> <p>2. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Finance Officer of the Embassy.</p> <p>3. All payments shall be inclusive of delivery charges, installation charges, all applicable taxes and other lawful charges.</p>		