



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Filippinernes Ambassade
Copenhagen

01 October 2019

LTR-LHL-26-2019

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 the Ambassador, Consul General, Vice Consul and Staff of the Embassy in its newly opened 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 THE OFFICE OF THE AMBASSADOR
One (1) piece executive office desk with drawer
One (1) piece table lamp
One (1) piece executive office chair
One (1) piece 3-seater sofa
Two (2) pieces lounge chair
Two (2) pieces coffee tables, size: 40cmx51cm
One (1) piece coffee table, size 55cmx41cm
One (1) piece coat stand, size 64cmx200cm
FOR THE OFFICE THE CONSUL GENERAL AND VICE CONSUL
One (1) piece junior executive office desk with drawer for the Consul General
One (1) piece junior executive office desk with drawer for the Vice Consul
Two (2) pieces cabinets (80cmx35cmx75cm)
One (1) coat stand (38cmx167cm)
FOR THE MEETING ROOMS
One (1) piece conference table
Twenty-two (22) pieces conference/meeting chairs
One (1) piece round meeting table
FOR CONSULAR AND ADMINISTRATIVE SECTIONS
Twelve (12) pieces cabinets (80cmx40cmx180.8cm)
Twelve (12) pieces cabinets (80cmx40cmx110cm)
Two (2) pieces cabinets (80cmx35cmx75cm)
Two (2) pieces cabinets (80cmx40cmx75cm)
One (1) piece packing table (180x60cm)
One (1) piece small table for reception (120cmx60cm)

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 Ambassador of the Philippines in Denmark 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 official use of the Ambassador of the Philippines.		
II.	Objective Procure brand new office equipment, office furniture and fixtures for the newly opened Embassy of the Philippines located at Arne Jacobsens Allé 13, 2300 Copenhagen, Denmark.		
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 furniture and fixture are not acceptable.		
IV.	Particulars	Quantity	STATEMENT OF COMPLIANCE
	FOR THE OFFICE OF THE AMBASSADOR		
	Executive Office Desk for the Ambassador	1 piece	
	Executive table in black linoleum table top, oak top front with chrome colored frame and with drawer. Size: 200x100cm		
	Table Lamp	1 piece	
	Light and mobile. Preferred to be in color black. Size: 21cmx54cm		
	Executive Office Chair for the Ambassador with armrests and headrest	1 piece	
	Executive Office Chair that is dynamically ergonomic and comfortable for the user. Fully upholstered in leather and in cognac color. Can easily be adjusted between low and high working position. In aluminum color and should have adjustable armrests.		
	Sofa	1 piece	
	A three (3) seater sofa in blue color and with piping and buttons. In cognac leather and walnut colored frame. Size should be around 200cmx62cmx43cm.		
	Lounge Chairs	2 pieces	
	Upholstered in blue color and in walnut colored base.		
	Coffee Table	2 pieces	
	Table top in white marble color and base in black. Size should be 40cmx51cm.		
	Coffee Table	1 piece	
	Table top in glass and in blue color. Base is preferred to be in black. Size: 55cmx41cm.		
	Coat Stand	1 piece	
	Trumpet style coat stand in black laquered aluminum body. Size 84cmx200cm		
	FOR THE OFFICE OF THE CONSUL GENERAL & VICE CONSUL		
	Junior Executive Office Desk for the Consul General	1 piece	
	Height should be adjustable. Tabletop in linoleum and with oak detail. In black frame and with drawer. Size should be 160cmx80cm.		
	Junior Executive Office Desk for the Vice Consul	1 piece	
	Height should be adjustable. Tabletop in linoleum and with black detail. In black frame and with drawer. Size should be 160cmx80cm.		
	Cabinets	2 pieces	
	Cabinet with two (2) doors without locks. Required size is 80cmx35cmx75cm		
	Coat Stand	1 piece	
	Pop style coat stand. Color black and with height of 38cmx167cm.		
	FOR THE MEETING ROOMS		
	Conference Table	1 piece	
	Table top should be in oak veneer and linoleum. Size should be 100cmx300cmx72cm		
	Conference/Meeting Chairs	22 pieces	
	Required to be in black fabric and with net weave seat. Ideal size should be 60cmx53cmx45cm		
	Meeting Table	1 piece	
	Table should be round with black linoleum table top and black color base. Size should be 80cmx72cm		
	FOR CONSULAR AND ADMINISTRATIVE SECTIONS		
	Cabinets	12 pieces	
	Cabinets with 6 open shelves on top and 2 doors with locks. Color anthracite gray. Size: 80cmx40cmx180.8cm		
	Cabinets	12 pieces	
	Cabinets with 2 open shelves on top and 2 doors with locks. Color anthracite gray. Size: 80cmx40cmx110cm		
	Cabinets	2 pieces	
	Cabinets with 2 doors without locks. Color anthracite gray. Size: 80cmx35cmx75cm		
	Cabinets	2 pieces	
	Cabinets with 2 open rooms on left side and 1 door on the right side with lock. Color anthracite gray. Size: 80cmx40cmx75cm		

	Packing Table Table with adjustable table top in color black linoleum. Black frame. Size: 180cmx60cm	1 piece	
	Small Table for Reception Table with adjustable table top in color black linoleum. Black frame. Size: 120cmx60cm	1 piece	
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, office furniture and fixture as soon as the purchase order is signed.		
VII.	Payment 1. Payment shall be made within seven (7) days from the date of delivery. 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. 3. All payments shall be inclusive of delivery charges, installation charges, all applicable taxes and other lawful charges.		