



**PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES
TO THE UNITED NATIONS AND OTHER INTERNATIONAL
ORGANIZATIONS, GENEVA**

REQUEST FOR QUOTATIONS

**For the Lease of a Privately-Owned Real Estate Property
to Serve as the Official Residence of the Permanent Representative of the
Republic of the Philippines to the United Nations and Other International
Organizations in Geneva, Switzerland**

The Permanent Mission of the Philippines to the United Nations and Other International Organizations in Geneva, Switzerland invites reputable real estate agencies in Switzerland to provide quotations for the Lease of Privately Owned Real Estate to serve as the Official Residence of the Permanent Representative of the Republic of the Philippines to the United Nations and Other International Organizations in Geneva, Switzerland.

Attached is a copy of the checklist of an appropriate Official Residence of a Permanent Representative.

Quotations are to be submitted on or before 13 October 2023 through:

Address: Philippine Mission to the United Nations
Attention: Bids and Awards Committee
Allee David Morse 14-16
1202 Geneva, Switzerland
Tel: +41227161930
Email geneva.pm@dfa.gov.ph

The Philippine Mission will notify the real estate agency which has been selected in accordance with procurement regulations, through email, personally and over the phone after deliberations.

For inquiries and clarification regarding the above quotation, please communicate with the Bids and Awards Committee Secretariat of the Philippine Mission from Mondays to Fridays, during office hours from 0900 hrs. to 1600 hrs. through tel. no. +41227161930 or email administrative@genevapm.ph

Geneva, 25 September 2023

CHECKLIST FOR APPROPRIATE OFFICIAL RESIDENCE OF THE HEAD OF POST/PERMANENT REPRESENTATIVE

I. Amenities/Features of the Property

A. Description-

Address:

Specific Requirements:

- Adequate space at the entrance;
- Living/reception area that can accommodate at least twenty (20) guests;
- Dining room area that can accommodate at least a twelve-seater dining table;
- At least three bedrooms;
- At least three bathrooms (including guest toilet); and
- Indoor parking space.

B. Furniture, Appliances and Equipment – fully furnished kitchen

C. Telecommunications connection and IT Equipment – cable ready

D. Utilities

- Electricity connection
- Water connection
- Garbage collection

E. Other Features

- Adequate parking space for guests
- Multipurpose ground
- Swimming pool, if any

II. Suitability of the proposed property

- Location and vicinity – approximate distance to the Philippine Mission and UN grounds
- Security
- Structural Integrity
- Land Area
- Floor area
- Floor plan
- Accessibility to public transport
- Site within approved area for diplomatic use

III. Responsibility of the Lessor/Owner at no cost to the lessee

IV. Responsibility of the Lessee

- Regular payment of rent
- Payment of monthly expenses for electricity, water, cable, internet, telephone



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V. Period of Lease – three (3) years with option to extend

VI. Payment Terms

- Rental Price Offer not to exceed CHF10,000.00 per month
- Diplomatic clause to be indicated in the contract

All Real Estate Agencies and Individuals that offer suitable properties are invited to submit their offers by responding to all the items in the checklist.