



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

RFQ-2023-10-02

23 October 2023

Dear Sir/Madam,

The Philippine Embassy in Singapore intends to purchase roll-up banners in commemoration of the 2023 18-Day Campaign to End Violence Against Women. Please see attachments for specifications.

Interested companies are requested to send your best price by email to atn@philembassysg.com or by courier at Level 16, Triple One Somerset Road, Singapore 238164 on before 4:30 PM Singapore Standard Time on 27 October 2023. For queries regarding the project, you may email atn@philembassysg.com or call 6983-9840.

Thank you for considering the Embassy's project.

Sincerely yours,

(original signed)
JHULLIE ANNE A. BENIAHAN
Vice Chairperson, BAC

Roll-Up Banner in Commemoration of the 2023 18-Day Campaign to End VAW

Background	
The Philippine Embassy in Singapore intends purchase two (2) roll-up banners in commemoration of the 2023 Campaign to End VAW	
Objective	
The banners aim to inform the public of such an activity observed by the agencies and instrumentalities of the Philippine government.	
Technical Specifications	
I.	Scope of Work
	<p>To supply two (2) digitally printed PVC roll-up banners with the following requirements:</p> <ul style="list-style-type: none"> • 200 cm (height) by 85 cm (width) • True to color and wording of the image (see attached); .psd file of the image is also attached, link to Canva template
II.	Project Duration
	The banners should be available for pick-up on or before 20 November 2023.
III.	Data Ownership and Privacy
	All data are owned by the Philippine Embassy. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Philippine Embassy, whether provided to the contractor by the Philippine Embassy or provided by a third party to the contractor in connection with the contractor's provision of services to the procuring entity, including any such data that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of contractor, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the procuring entity.
IV.	Invoicing and Payment
	<p>The Contractor shall issue an invoice which includes the:</p> <ul style="list-style-type: none"> • Total price and price breakdown (inclusive of GST and other lawful charges) • Bank account name, bank account number. <p>The Philippine Embassy shall pay the contractor upon receipt of the banners.</p>



The Philippine Embassy in Singapore
joins the observance of the

18-Day Campaign to End Violence Against Women

November 25 to December 12, 2023

UNITED
for a
VAW
free
Philippines
#VAWFREEPH

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In support of:

