



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

RFQ-2023-11-03

14 November 2023

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore is undertaking the immediate installation of airconditioners at the Official Residence of the Ambassador.

Please see attached Terms of Reference (TOR) for the complete details of the required services and company documentary submissions and qualifications.

Should your company be interested, kindly accomplish the attached Price Quotation Form (Annex A) included in the Terms of Reference and submit said form by 20 November 2023, 1700H (Singapore local time) through email address property.sgpe@gmail.com

Thank you.

Sincerely yours,

(original signed)
JOYLEEN E. SANTOS
Chairperson, BAC

Annex "A"
PRICE QUOTATION FORM

Date:

To : Ms. Maria Clorinda V. Bonabon-Dankers
Property Officer
Embassy of the Philippines, Singapore
Triple One, Somerset Road
Level 16 Units 12A 13/14, 238164 Singapore

Dear Ms. Bonabon-Dankers,

After having carefully read and accepted the terms and conditions in the Request for Quotation for the **INSTALLATION OF AIRCONDITIONERS AT THE OFFICIAL RESIDENCE**, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words and figures:

DOLLARS (SGD)

SINGAPORE

Inclusions:

Very truly yours,

Full Name and Signature of Representative:

Designation:

Official Company Name:

Contact Number:

Email Address:

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PROJECT: INSTALLATION OF AIRCONDITIONERS AT THE OFFICIAL RESIDENCE

TERMS OF REFERENCE

I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore intends to procure the services of qualified aircon company for the installation of one (1) set of airconditioners at the Official Residence.

II. OBJECTIVE

To enter into a contract with a service provider for the installation of one (1) set of airconditioners at the Official Residence.

III. SCOPE OF PROJECT

To install 1 set of wall mounted split type inverter system 2 (22000 BTU) at the main living room in Victoria Park Road. The works include all the required ducting works, opening of walls and make good and reinstate the affected wall and ceiling finish as required. The vendor is to quote for any additional works that may be needed during the course of system installation.

IV. QUALIFICATIONS OF CONTRACTOR

The contractor should be a duly organized company in Singapore and licensed by appropriate government authorities, with valid ACRA profile, to render the services in Singapore.

V. PRICING

The offered quotation should be in Singapore Dollars which should include the GST and other applicable charges.

VI. INVOICING AND PAYMENT

The winning provider-contractor shall issue an invoice which includes the total price, inclusive of the GST and other lawful charges. It shall also indicate its bank account name and bank account number.

VII. WARRANTY

The winning provider shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

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

Total amount in SGD: _____

Amount in words: _____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number

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