



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

Ref: RFQ-006-2022

21-March-2022

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore needs to engage the services of a qualified and licensed services provider which would supply, deliver and install the required tents and other related materials for the conduct of the Philippine National Election from 10 April to 09 May 2022 at the Philippine Embassy in Singapore located at 20 Nassim Road. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) and [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours at 5:00 pm, Singapore Standard Time, Monday, 28 March 2022.

For queries regarding the project, kindly email the Embassy's Property Section at [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or call 67373977 ext. 116

Thank you very much for considering the Embassy's project.

Sincerely yours,

JOYLEEN E. SANTOS  
First Secretary and Consul  
BAC Chairperson

## TERMS OF REFERENCE

**PROJECT: PROCUREMENT OF TENTAGE RENTAL AND OTHER RELATED SUPPLIES AND MATERIALS DURING THE CONDUCT OF NATIONAL ELECTION FROM 10 APRIL TO 09 MAY 2022**

### I. BACKGROUND

The Embassy of the Republic of the Philippines in Singapore needs to engage the services of a qualified and licensed services provider which would supply, deliver and install the required tents and other related materials for the conduct of the Philippine National Election from 10 April to 09 May 2022 at the Philippine Embassy in Singapore located at 20 Nassim Road.

### II. OBJECTIVE

To enter into a contract with a reputable Company to meet and respond to the needs of the Embassy.

### III. SCOPE OF THE PROJECT

A) The Contractor shall supply, deliver and install the following items:

S/N	ITEM	DESCRIPTION	QTY	UNIT OF MEASUREMENT
1	Tentage	1) An a shaped tentage with 16 pcs 4ft lights, 8 pcs fans, ceiling lining, 4 pcs concrete weight, flooring with carpet, 50 HP Aircon, 2 pcs double panel door, enclosed side covers  2) An a shaped tentage with 8 pcs 4 ft light, 4 pcs fans, ceiling lining, 6 pcs pole weights, flooring with carpet, 10 HP Aircon, 1 pc single	1	lot

		<p>panel door, enclosed side covers</p> <p>3) 2 Additional slope tents w/ 2 pcs lights, 2 pcs fan, enclosed side cover, 1 set 2 panel glass, floor plank, ramp, 2 HP aircon, 4 pole weights.</p> <p>4) Storage tent (kindly quote your proposed storage tent)</p> <p><b>* Inclusive of generator and top up diesel for 30 days for Items 1-4.</b></p>		
2	Portalet	Mobile Chemical Toilet	2	units
3	Chairs with Side table	Folding Chair with side table	50	Pieces
4	PVC Chairs	Not foldable	100	Pieces
5	Queue Poles	Stainless Steel with at least 2M belt	50	Pieces
6	Table	2 ft x 4ft Rectangular Table w/ skirting	30	Pieces
7	others	13 amp single PowerPoint for laptops/ machines	8	pieces
8	others	13 amp twin PowerPoint for laptops/ machines	7	Pieces

B) The Contractor shall provide one (1) technician from 10 April to 11 May 2022 to perform repairs, start up and shut down of the generator set, tents and other equipment provided by the Contractor.

C) The Contractor shall dismantle, clean and pull out all the installed items on or before 11 May 2022.

D) The Contractor Should ensure that the items will be installed and fully functional In time for the opening of election on 10 April 2022.If necessary, set up should be done a day or two before, at no cost to the Embassy.

## VI. MINIMUM QUALIFICATIONS

The Contractor should be a duly organized company in Singapore and licensed by appropriate Singapore government authorities to render the required services.

## **V. PRICING**

The offered quotation should be in Singapore Dollars which should be inclusive of GST and other lawful charges.

## **VI. INVOICING and PAYMENT**

1. The winning Supplier or its assigned Third party (e.g Financial Institution) shall submit the invoice which includes GST for goods and services and original technical conformity document to the Embassy.
2. The following information must be indicated on the invoice(s):
  - a. Purchase Order Number;
  - b. Description, quantity and total;
  - c. GST amount; and
  - d. Name of Payee / Company Name
  - e. Bank Information; Bank Name(s), Branch name(s), Account number(s)
3. PAYMENT TERMS
  - a. The Supplier or its assigned Third party (e.g Financial Institution) shall bill the Procuring Entity the full amount of the Project
  - b. The Procuring Entity shall pay the Provider or its assigned Third party (e.g Financial Institution) via cheque or bank transfer within seven (7) working days upon receipt of the bill. The provider shall issue the tax invoice immediately after payment.

## **VII. EVALUATION FACTORS**

- The Contract shall be awarded to the lowest priced, acceptable and responsive bidder.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine bidder's responsibility by analyzing whether the apparent successful offeror complies with the requirements of Philippine Government including:



- a) adequate financial resources or the ability to obtain them;
- b) ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- c) satisfactory record of integrity and business ethics;
- d) necessary organization, experience, and skills or the ability to obtain them;
- e) necessary equipment and facilities or the ability to obtain them; and;
- f) be otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **VIII. 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.

### **IX. CONFIDENTIALITY CLAUSE**

1. All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Procuring Entity, whether provided to the Provider by the Procuring Entity or provided by a third party to the Provider in connection with the Provider's provision of services to the Procuring Entity, including any such data files, tables, that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of Provider, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the Procuring Entity.
2. All data provided by the Procuring Entity to the Provider or generated in connection with the performance of services toward the development and implementation of the Solution by the Provider and relating to the Procuring Entity or its personnel, whether in existence before the date of or its personnel, whether in existence before the date of the agreement hereof or thereafter in the course of implementing the solution, shall be treated by the Provider as the exclusive property of the procuring Entity or its personnel.
3. Upon the receipt of the notice of acceptance of proposal, the Provider is required to maintain confidentiality and security of the Procuring Entity's data and is prohibited from using or attempt in using the Procuring Entity's data in any other manner or for any other purpose, except as necessary to

the execution of the solution or perform its other obligations stated in the technical specification.

#### **X. DIPLOMATIC CLAUSE**

The Embassy shall terminate the services of the Contractor by sending a written notice at least fifteen (15) days in advance by recorded delivery letter, in the event of the severance of the diplomatic ties between the Republic of Singapore and the Philippine Government.

Conforme:

\_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)  
NAME OF REPRESENTATIVE  
Position  
Date: \_\_\_\_\_

Approved by:

JOSEPH DEL MAR YAP  
Ambassador

Date: \_\_\_\_\_

## PRICE QUOTATION FORM

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

S/N	ITEM	DESCRIPTION	QTY	UNIT OF MEASUREMENT	QUOTE
1	Tentage	1) An a shaped tentage with 16 pcs 4ft lights, 8 pcs fans, ceiling lining, 4 pcs concrete weight, flooring with carpet, 50 HP Aircon, 2 pcs double panel door, enclosed side covers  2) An a shaped tentage with 8 pcs 4 ft light, 4 pcs fans, ceiling lining, 6 pcs pole weights, flooring with carpet, 10 HP Aircon, 1 pc single panel door, enclosed side covers  3) 2 Additional slope tents w/ 2 pcs lights, 2 pcs fan, enclosed side cover, 1 set 2 panel glass, floor plank, ramp, 2 HP aircon, 4 pole weights.  4) Storage tent (kindly quote your proposed storage tent)  <i>* Inclusive of generator and top up diesel for 30 days for Items 1-4.</i>	1	lot	
2	Portalet	Mobile Chemical Toilet	2	units	
3	Chairs with Side table	Folding Chair with side table	50	Pieces	
4	PVC Chairs	Not foldable	100	Pieces	
5	Queue Poles	Stainless Steel with at least 2M belt	50	Pieces	
6	Table	2 ft x 4ft Rectangular Table w/ skirting	30	Pieces	
7	others	13 amp single PowerPoint for laptops/ machines	8	pieces	
8	others	13 amp twin PowerPoint for laptops/ machines	7	Pieces	

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

Total Amount in SGD (rental): \_\_\_\_\_

Amount in words: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number