



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

Ref: RFQ-011-2022

06 June 2022

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **a commuter van for official use of the Philippine Embassy in Singapore**. 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** and **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, 13 June 2022.

For queries regarding the project, kindly email the Embassy's Property Section at **property.sgpe@gmail.com** or call 67373977 ext. 116.

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

Sincerely yours,


JOYLENE E. SANTOS
First Secretary and Consul
BAC Chairperson

TERMS OF REFERENCE FOR THE PROCUREMENT OF A COMMUTER VAN FOR THE PHILIPPINE EMBASSY IN SINGAPORE

I. SCOPE OF PURCHASE REQUEST

The contractor shall provide the required motor vehicle for the Philippine Embassy in Singapore. The offered prices shall include all labor, materials, and insurance.

II. SPECIFICATIONS

The required specifications for the diplomatic car are listed below:

Vehicle Measurements:	
Vehicle Type:	Commuter Van
Quantity:	1
Seating capacity:	14
Number of doors:	4
Engine & Transmission:	
Engine Capacity	2000-2,982 cc
Engine Type	4-cylinder in-line DOHC Turbocharged
Fuel Type	Diesel
Drive Type	Front-wheel drive
Interior	
Air conditioning	Required
Safety	
Airbags	Required
Tyre Pressure Monitor	Required
Reverse sensors	Required
Anti-Lock Braking System	Required
Handling and Registration Charges	(to be included in the quotation)
Other incidental costs such as sea freight and sea insurance	(to be included in the quotation)
Custom Clearances	Required
After Sale Services	To be discussed with the Contractor
Warranty	Required

III. PRICING

(a) The contractor shall complete all work (including furnishing all labor, material, equipment and services) required under this contract

for the fixed price and within the time specified. This price shall include all labor, materials, overhead, and profit.

(b) The quotation and its breakdown shall be inclusive of all materials, labor and ancillary expenses, preferably in Singapore Dollars (SGD). In case the price or portion(s) thereof is in a currency other than SGD, the Contractor shall indicate the reason for such, provided further that the estimated cost in Singapore Dollars (SGD) is also indicated based on the exchange rate at the time of submission of quotation.

IV. INVOICING and PAYMENT

(a) The Contractor shall submit the invoice and original technical conformity document of the vehicle to the Embassy. Invoices should exclude GST for goods and services that are GST-exempted. The Singapore government will provide the GST and other related taxes exemption through a letter from the MFA.

(b) The Contractor may issue more than one invoice in different currencies in relation to Section III.B above, provided that the reason(s) for such arrangement is indicated in the quotation.

(b) In case the payment or portion(s) thereof is to be made to a foreign bank account using a currency other than SGD in relation to Section III.B above, the Embassy shall make the payment in SGD to be subsequently converted to the elected foreign currency using the bank exchange rate at the time of payment. Any bank charges incurred in the transfer of funds shall be borne by the Embassy including those imposed by the recipient's bank.

(c) The following information must be indicated on the invoice(s):

- Purchase Order Number;
- Description, quantity and total price of the vehicle.
- The description of the vehicle (i.e. make and model, year manufacture, chassis no., engine no., colour)
- GST exemption and other bank charges
- Bank Information; Bank Name(s), Branch name(s), Account number(s), SWIFT code (if applicable)

(d) The contractor shall submit the original invoice(s) of the vehicle, including the same information described in item (c) as soon as payment is made.

VI. DELIVERY AND RECEIPT CONDITIONS:

The physical examination of the vehicle according to the defined specifications will be carried out by Embassy designated personnel prior to payment.

The Embassy of the Philippines shall be pre-inspecting the offered vehicle at the successful contractor's facility and evaluate for final approval prior to procurement.

The vehicle shall be prepared to be readily available upon receipt of the payment for the delivery in the Embassy of the Philippines.

The contractor shall deliver the vehicle to the Embassy's address at 20 Nassim Road 258396 within thirty (30) days upon the receipt of the Notice of Award.

VII. WARRANTY

The contractor shall clearly identify and state the warranty period. The vendor shall be responsible and liable for providing the necessary compensation in case of any finding defective, faulted or shortages in the vehicle(s) after delivery to the Embassy.

VIII. OTHERS

The vehicle license plate and traffic registration shall be handled by the Philippine Embassy in Singapore. The contractor shall provide all necessary documentation for this process.

IX. EVALUATION FACTORS

- Award shall be made to the lowest priced, acceptable, responsible offeror.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The Government shall determine contractor responsibility by analyzing whether the apparent successful contractor complies with the requirements of Philippine Government including:
 - adequate financial resources or the ability to obtain them;
 - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
 - necessary equipment and facilities or the ability to obtain them;
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations; and
 - Company brochure and catalogues on the offered vehicle.

X. CONFIDENTIALITY CLAUSE

1. All data is 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.

XI. DIPLOMATIC CLAUSE

The Embassy shall terminate the services of the Provider 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 the Philippines and the Republic of Singapore.

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:

Procured Item	Quantity	Unit of Measure	Quoted amount
14-seater commuter van	1	Piece	SGD _____

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