



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

Ref: RFQ-015-2022

08 November 2022

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to organize a training for its frontline personnel on Singapore's family justice system (hereinafter, the Project). 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 B), with a statement of compliance with the provisions of the project's Terms of Reference and send to the Embassy's email address admin.sgpe@philembassysg.org and atn@philembassysg.com or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours at 4:30 pm, Singapore Standard Time, Monday, 14 November 2022.

For queries regarding the project, kindly email the Embassy's ATN Section at atn@philembassysg.com or call 67373977 ext. 102.

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

Sincerely yours,


JOYLEEN E. SANTOS
First Secretary and Consul
BAC Chairperson



TERMS OF REFERENCE

Training for Philippine Embassy Personnel on the Family Justice System of Singapore

Background <p>There are an estimated 200,000 Filipinos working and living in Singapore. One of the mandates of the Embassy of the Philippines (hereinafter, the Procuring Entity) is to monitor and give preliminary advice on criminal and civil cases, including family-related cases.</p>		
Objective <p>Embassy frontline personnel should be knowledgeable of Singapore's criminal justice process to efficiently discharge such task.</p> <p>As such, the Embassy intends to organize a training for its frontline personnel on Singapore's family justice system (hereinafter, the Project) to be facilitated by experts on the field (hereinafter, the Provider).</p>		
I.	Technical Specifications/Scope of Work	Statement of Compliance
1.	The Provider shall develop a training program for the Project based on the proposed topics of the Procuring Entity. The proposed topics are listed in Annex A.	
2.	<p>The Provider shall deliver the training program in two (2) lectures, touching on the salient features of the proposed topics.</p> <p>The lectures shall be conducted after office hours and/or weekends on dates and through platforms (i.e. online or face-to-face, or combination of both) mutually agreed upon by the Parties.</p>	
3.	The Provider shall submit a post-activity report which includes a summary of the topic, observations and recommendations for future similar projects.	
II.	Project Duration	
	The Project must be completed within the fourth quarter of 2022.	
III.	Quotation	
	Quotation shall be in Singapore Dollars and inclusive of GST and other lawful charges.	
IV.	Payment	
1.	In compliance with RA 9184 or the Philippine Government Procurement Act, the Provider shall bill the Procuring Entity	

	the full amount of the Project after the delivery of the services or after the submission of the post-activity report.	
2.	The Procuring Entity shall pay the Provider via cheque within seven (7) working days upon receipt of the bill. The Provider shall issue the Tax Invoice immediately after payment.	
V.	Data Ownership and Privacy	
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 Provider'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 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 the agreement hereof or thereafter in the course of implementing the solution, shall be treated by Provider as the exclusive property of the Procuring Entity or its personnel.	
3.	Upon 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 specifications.	

Note:

Provider must state compliance to each of the provisions in the Terms of Reference/Technical Specifications.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

ANNEX A

Part 1	The Role and Structure of the Family Justice Courts Legislations on Family Justice Divorce Family support Family/domestic violence
Part 2	Custody/Guardianship Adoption International child abduction Probate and Letters of Administration Citizenship

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:

Project Description	Cost (exclusive of GST)	GST	Cost (inclusive of GST)
Training for its frontline personnel on Singapore's family justice system (hereinafter, the Project) to be facilitated by experts on the field (hereinafter, the Provider).			

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

Total Amount in SGD _____

Amount in words: _____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number