



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

RFQ-030-2022

20 December 2022

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure maintenance services for the **swimming pool of the Official Residence for CY 2023**. 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 the same by email at admin.sgpe@philembassysg.org or by courier at Level 16, 111 Somerset Rd, Singapore 238164 on or before 04:30 PM Singapore Standard Time on 26 December 2022.

For queries regarding the project, kindly email the Administrative Section at admin.sgpe@philembassysg.org

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

Sincerely Yours,


JHULLIE ANNE A. BENIAHAN
BAC Vice-Chairperson



TERMS OF REFERENCE

PROJECT: SWIMMING POOL MAINTENANCE AND OTHER SERVICES OF THE OFFICIAL RESIDENCE FOR CY 2023

I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs the services of interested suppliers for the maintenance and other services of the swimming pool of the Official Residence for CY 2023.

II. OBJECTIVE

- 1.1. 1.1. To enter into a contract with a service provider for the maintenance and services of the swimming pool of the Official Residence for CY 2023.

III. SCOPE OF PROJECT

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- **Main Pool Cleaning & Filtration Systems**
 - a) Cleaning the swimming pool (scrub and vacuum);
 - b) Check chlorine residue & pH concentration;
 - c) Dosing of chemical agents;
 - d) Clearing of overflow drain strainers;
- **Works To Be Performed Weekly**
 - e) Backwash of filter as and when necessary;
 - f) Remove and clear the pump strain baskets;
 - g) Check balancing tank water level for leaks and float valve test;
 - h) Alternate pump operation;
 - i) Checking of filtration pumps, equipment and its associated system;
- **Works To Be Performed Yearly**
 - j) Filter elements including checking and inspection (faulty filter elements found will not be assemble back and subjected to quote) as needed;
 - k) Sand Filter for checking and inspection (any repair works needed will be subjected to quote) as needed;
- **Other such as:**
 - l) Repair and/or replacement of pumps, equipment, parts etc;
 - m) Repair and/or replacement of tile, fitting and fixtures, etc;
 - n) Additional Cleaning work;
 - o) Additional laboratory test;
 - p) Weekend schedules and no replacement of maintenance services during Public Holiday (s)

IV. PRICING

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

V. INVOICING and PAYMENT

1. The winning Supplier shall submit the invoice which includes GST for goods and services and original technical conformity document to the Embassy in a monthly basis every end of the month.
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 Provider shall bill the Procuring Entity after each services starting January 2023
 - b. The Procuring Entity shall pay the Provider via cheque within seven (7) working days upon receipt of the bill and issuance of service report. The provider shall issue the tax invoice immediately after payment.

VI. EVALUATION FACTORS

- 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 analysing whether the apparent successful offeror 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; and

- be otherwise qualified and eligible to receive an award under applicable laws and regulations.

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.

VIII. 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.

Conforme:

(SIGNATURE OVER PRINTED NAME)
NAME OF REPRESENTATIVE
Position

Date: _____

Approved by:

EMMANUEL R. FERNANDEZ
Charge d'Affaires, a.i.

Date: _____

PRICE QUOTATION FORM

Philippine Embassy
Level 16, 111 Somerset Rd, Singapore 238164

Sir/Madam:

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

Project Description	Quote
1) Monthly Maintenance of the Swimming Pool of the Official Residence	
2) Other services other than regular maintenance	

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