



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

Ref: RFQ-2023-001

24 April 2023

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure the **services of a contractor to do the waterproofing works at Official Residence** located at 17 Victoria Park Road 266496.

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 Triple One Building, 111 Somerset Rd, Level 16 Unit Nos. 12A,13,14, Singapore 238164 on or before the end of business hours at 04:30 PM, Singapore Standard Time, Friday 05 May 2023.

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,


JOYLEEN E. SANTOS

First Secretary and Consul
BAC Chairperson



WATER PROOFING AT THE OFFICIAL RESIDENCE OF THE AMBASSADOR LOCATED AT 17 VICTORIA PARK ROAD

TERMS OF REFERENCE

A. Rationale

The Official Residence of the Ambassador was acquired in 1980. From the date of acquisition, minor repairs were done such as repair of crack walls, leakages, and tap/sink/basin/pipe replacements among others. Last year, with the approved allotment some major repairs were done to the kitchen, toilet and some parts of the Official Residence. Exterior and interior repainting were also likewise undertaken.

B. Objectives

- 1) To repair and improve the outdated roof to maintain the structural quality and integrity of the Official Residence.
- 2) To protect the building against degradation.

C. Project Duration

- a) The project duration covering the waterproofing works, shall be for a period of fifteen (15) calendar days from the issuance of Notice to Proceed (NTP).
- b) The CONTRACTOR's proposed Work Plan shown in Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities.

D. Qualification of the Contractor

D.1. The **CONTRACTOR** must be competent and experienced in the field of repainting works with a minimum of five (5) years prior experience on similar projects

D.2. The **CONTRACTOR** shall be a corporation or company duly organized and existing under Singaporean laws, and must be duly licensed by appropriate government authorities to render construction and related services.

D.3. The **CONTRACTOR** is required to submit a company profile, list of present and previous clientele for five (5) years, and certifications issued by past/present clients indicating the Contractor's satisfactory performance.

D.4. The **Project-in-Charge** who will administer the Painting Works must be well trained and experienced paint applicator with at least three (3) years of experience.

E. Scope of Work

E.1. The **CONTRACTOR** shall undertake the works implementation of the "Supply of Labor, Materials, Supervision and other Consumables for the water proofing works, all in accordance with the specifications and subject to the terms and conditions of the contract.

E.1.1 WATER PROOFING WORKS AT 17 VICTORIA PARK ROAD

E.1.1.1 Supply labour, tools and materials for removing existing torch water proofing. **Estimated area ≤ 578 sq-m.**

E.1.1.2 Supply labour, tools and materials for applying new waterproofing. **Estimated area ≤ 578 sq-m.**

E.1.1.3 To supply labour and material for applying new sealant to all joints flashing area;

E.1.1.4 To supply labour and material for installing metal capping at the parapet wall **Estimated area ≤ 102 m.**

F. Timetable of the Project

Tasks	Duration
Water Proofing Works	15 days

G. Pricing

1. The Provider shall complete all work (including furnishing all labor, material, equipment and services) required by the Embassy for the fixed price and within the time specified. This price shall include all labor, materials, overhead, and profit.
2. 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 Provider 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.

H. Invoicing and Terms of Payment

1. The winning Provider shall submit the invoice and original technical conformity document to the Embassy. Invoices should include GST for goods and services.
2. The following information must be indicated on the invoice(s):

- a. Purchase Order Number;
 - b. Scope of services / works;
 - c. GST amount; and
 - d. Name of Payee / Company Name
3. The winning Provider shall submit the original invoice(s) indicating the same information described in item no. 2, as well as issuance of Job Order/ Service Report with "before and after" pictures for work done prior to the release of payment.
4. Upon signing of Contract, the Embassy shall release **TEN PERCENT** (10%) of the total Contract amount for the Mobilization Cost of the Provider subject to submission of invoice from the Provider. Final payment shall be released after the final inspection has been made by the official Embassy representative and issuance of the Certificate of Acceptance and submission of documents as indicated in Item No. 3.

I. WARRANTY

The winning Supplier 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.

J. EVALUATION FACTORS

- Contract shall be awarded to the lowest priced, acceptable and responsive offeror.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine offeror's responsibility by analyzing 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.

K. 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)

Name of Representative
Position

Approved by:

MEDARDO G. MACARAIG
Ambassador and Head of Procuring Entity

Date: _____

PRICE QUOTATION FORM

Date: _____

Embassy of the Republic of the Philippines
Triple One Building, 111 Somerset Rd,
Level 16 Unit Nos. 12A,13,14, Singapore 238164

Sir/Madam:

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

Project:	Quotation Price
Services of a contractor to do the waterproofing works at Official Residence located at 17 Victoria Park Road 266496	S\$ _____ (The above-quoted price is inclusive of all costs and applicable taxes.)

Total amount in Sgd: _____

Amount in words: _____

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

Very truly yours,

Name of the Company_____
Name/Signature of Representative_____
Contact Number