



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

RFG-2023-11-05

15 November 2023

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore is undertaking various repairs at the Official Residence of the Ambassador in Victoria Park Road, Singapore.

Please see attached Terms of Reference (TOR) for the complete details of the required services and company documentary submissions and qualifications.

Should your company be interested, kindly accomplish the attached Price Quotation Form (Annex A) included in the Terms of Reference and submit said form by 21 November 2023, 1700H (Singapore local time) through email address property.sgpe@gmail.com, attention: Ms. Maria Clorinda V. Bonabon-Dankers, Property Officer.

Thank you.

Sincerely yours,

(ORIGINAL SIGNED)
JOYLEEN E. SANTOS
Chairperson, BAC

VARIOUS REPAIR WORKS AT THE OFFICIAL RESIDENCE OF THE AMBASSADOR LOCATED IN VICTORIA PARK ROAD

TERMS OF REFERENCE

A. RATIONALE

The Official Residence of the Ambassador is a Philippine government-owned property purchased in 1980s. Since its acquisition, there was only one major repair made in the property in 2000s. Due to wear and tear, minor repairs were undertaken such as waterproofing of roofs, replacement of kitchen cabinets and countertops (including its built-in stove, oven and exhaust fan), repair of the common toilet at the 2nd floor, repair/replacement of water taps/basins/toilet bowls, to name a few.

Following are the reasons why the project has to be undertaken, immediately:

1. To ensure that the property provides a safe, healthy and conducive living environment to the Ambassador and his family, including his household members;
2. The Official Residence of the Ambassador should be presentable and befitting the official stature of the principal occupant. It also serves as a venue for receptions/dinners/meetings hosted by the Ambassador for the visiting Philippine government officials, Singapore government officials, members of the Diplomatic corps, members of the Filipino community, among others; and
3. To comply with the Singapore government's rules and regulations on houses/buildings.

B. OBJECTIVES

1. To repair, make good or replace as required the leaking existing glass windows located at 2nd floor living room;
- 2.) To repair, fix or replace the affected roof due to observed roof leakages located at the utility area;
- 3.) To inspect, trace, re-label all existing ISO, DB, sockets and switches. An observation report and recommendations to be submitted to the Embassy, for approval;
- 4.) To install light fittings at the existing staircase going to the tennis court.

C.) PROJECT DURATION

- 1.) The project duration covering the various repairs at the Official Residence, shall be for a period of ten (10) calendar days from the issuance of the Notice to Proceed.
- 2.) 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.) QUALIFICATIONS OF THE CONTRACTOR

D. 1. THE CONTRACTOR must be competent and experienced in the field of construction or house repair.

D. 2. THE CONTRACTOR shall be a corporation or company duly organized 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 CONTRACTOR should be a duly organized company in Singapore and licensed by appropriate government authorities, with valid ACRA profile, to render the services in Singapore.

E. SCOPE OF WORK

E.1. Supply of labor tools and materials for the replacement of windows (materials: aluminum anodized fixed frame c/w 88mm thick; clear tempered glass with ironmongeries and fittings Size LL2200mm x H2600mm)

E.2. Supply of labor, tools and materials for the replacement of window (materials: aluminum anodized fixed frame c/w 88mm thick, clear tempered glass with ironmongeries and fittings Size: L500mm x H2600mm.

E.3. Supply of labor, tools and materials for the replacement of window (materials: aluminum anodized fixed frame c/w 88mm thick, clear tempered glass with ironmongeries and fittings Size: L600mm x H2600mm.

E.4. Provision of mobile scaffolding.

E.5. Supply of labor, tools and materials for the metal proofing on top of the utility area.

E.6. Inspection, trace, re-label of all existing ISO, DB, sockets & switches with report.

E.7. Supply of labor, tools and materials for the installation of 5 nos wall mounted lights on the staircase going the tennis court/2nd level of the Official Residence.

F. TIMEABLE OF THE PROJECT

TASKS	DURATION
Repair/replacement of damaged windows	3
Metal proofing	3
Inspection, tracing, re-labeling of existing ISO, DB and other electrical fittings	2
Installation of wall mounted lights	2

G. PRICING

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

H. INVOICING AND PAYMENT

The winning contractor shall submit the invoice which includes the GST for goods and services and original technical conformity document to the Embassy.

The following information must be indicated on the invoice:

- a.) Purchase Order Number
- b.) Description, quantity and total;
- c.) GST amount; and
- d.) Name of Payee/Company Name

1. The winning contractor 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.

2. Upon signing of Contract, the Embassy shall release the 10 % of the total Contract amount for the Mobilization Cost of the Provider/Contractor subject to submission of invoice from the Contractor/Provider. Final payment shall be released after the final inspection has been made by the official embassy representative and issuance of Certificate of Acceptance and submission of documents as indicated in item 3.

I. WARRANTY

The winning contractor 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 Project.

J. EVALUATION FACTORS

- The 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 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 of the ability to obtain them;
- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments
- Satisfactorily record of integrity and business ethics;
- Necessary organization, experience and skills or the ability to obtain them;
- 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 the third party to the Provider in connection with the Provider's provision of services to the Procuring Entity, including any such as 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 or 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 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 obligations stated in the technical specification.

Conforme:

(Signature)

Name of Representative

Approved by:

MEDARDO G. MACARAIG

Ambassador

Date: _____



Annex "A"
PRICE QUOTATION FORM

Date:

To : Ms. Maria Clorinda V. Bonabon-Dankers
Property Officer
Embassy of the Philippines, Singapore
Triple One, Somerset Road
Level 16 Units 12A 13/14, 238164 Singapore

Dear Ms. Bonabon-Dankers,

After having carefully read and accepted the terms and conditions in the Request for Quotation for the **VARIOUS REPAIR WORKS AT THE OFFICIAL RESIDENCE OF THE AMBASSADOR LOCATED IN VICTORIA PARK ROAD**, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words and figures:

DOLLARS (SGD)

SINGAPORE

Inclusions:

Very truly yours,

Full Name and Signature of Representative:

Designation:

Official Company Name:

Contact Number:

Email Address:

