



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

17 November 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure the following Projects:

1. To refurbish the Administrative Section Room at the 2nd floor as Political Room;
2. To renovate the Embassy lobby and construct a new Administrative Section Room;
3. To repair the current cashier area inside the Finance Room.

The details of the project are indicated in the attached Terms of Reference.

Interested companies must accomplish and send the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference on or before 1600H (Singapore Standard Time), 26 November 2021, via email at admin.sgpe@philembassysg.org or by courier at 20 Nassim Road, Singapore 258395. For queries regarding the project, you may email property.sgpe@gmail.com or call 6924-1175 or 67373977 ext 116.

Thank you for considering the Embassy's project.

Sincerely Yours,


JHULLIE ANNE A. BENIAHAN
BAC Chairperson

RENOVATION OF THE ADMINISTRATIVE SECTION OFFICE AND CONVERSION OF THE EMBASSY LOBBY TO THE NEW ADMIN OFFICE

TERMS OF REFERENCE

A. Rationale

The Project is a component of the Embassy of the Philippines in Singapore's continuing efforts to enhance the working environment of its personnel to enable them to provide prompt and responsive service to its internal and external clients.

Currently, the Administrative Section Room at the 2nd floor of the Embassy Chancery shares the same room with the Political Section headed by the 3rd Highest Ranking Officer of the Embassy. The Political Officer should have her own office to enable her to work efficiently and at the same time, receive visitors to discuss matters under the officer's portfolio.

In addition, the Administrative Section, which also includes the Finance and Property Sections, should be located in one area for ease of coordination.

B. Objectives

4. To refurbish the Administrative Section Room at the 2nd floor to Political Room;
5. To renovate the Embassy lobby and construct a new Administrative Section Room;
6. To repair the current cashier area inside the Finance Room.

C. Scope of Services

The winning Provider must perform the following:

1. Remove the existing modular dividers at the 2nd floor Admin room and transfer it to the 1st floor lobby;
2. To enclose the Political Officer's area with a new divider;
3. To install a divider in front of the toilet located inside the Admin room at the 2nd floor;
4. To install and supply materials at the 1st floor lobby, in accordance to the layout to be provided by the client, but is not limited to installation of electrical and lighting connections;
5. To remove the current gypsum board on the right side of the lobby and relocate the altar in front of the room;
6. Close the entrance at the Property Area;
7. Repair the cashier area table to allow the cashiers to properly perform their transactions at the cashier window;

D. Qualification Requirement

- The bidder shall be a duly-registered commercial entity in Singapore;
- The bidder shall be fully compliant with local regulations concerning the exercise of business and labor laws;
- The bidder shall have a minimum operational experience in the construction field of at least five (5) years.

E. Technical Requirement

- The bidder shall provide proof of its full compliance with the requirements of the project, as indicated in Item D. (Qualification Requirements);
- The bidder shall provide proof of its current technical and manpower capabilities to meet the requirements of the project;
- The bidder shall provide a copy of the health protocol compliance being implemented by the Company.

F. Timetable of the Project

Tasks	Duration
Dismantling of the modular dividers and tables at the Admin Section	1 day
Dismantling of the gypsum board wall at the lobby area	½ day
Installation of the cover panel to the toilet at the Political Section Room	1 day
Installation of the wall divider at the Political Officer's area	1 day
Re-installation of the modular dividers at the new admin room at the Embassy lobby	2 days
Repair of the Cashier's table inside the Finance Room	1 day

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 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.

J. Confidentiality Clause

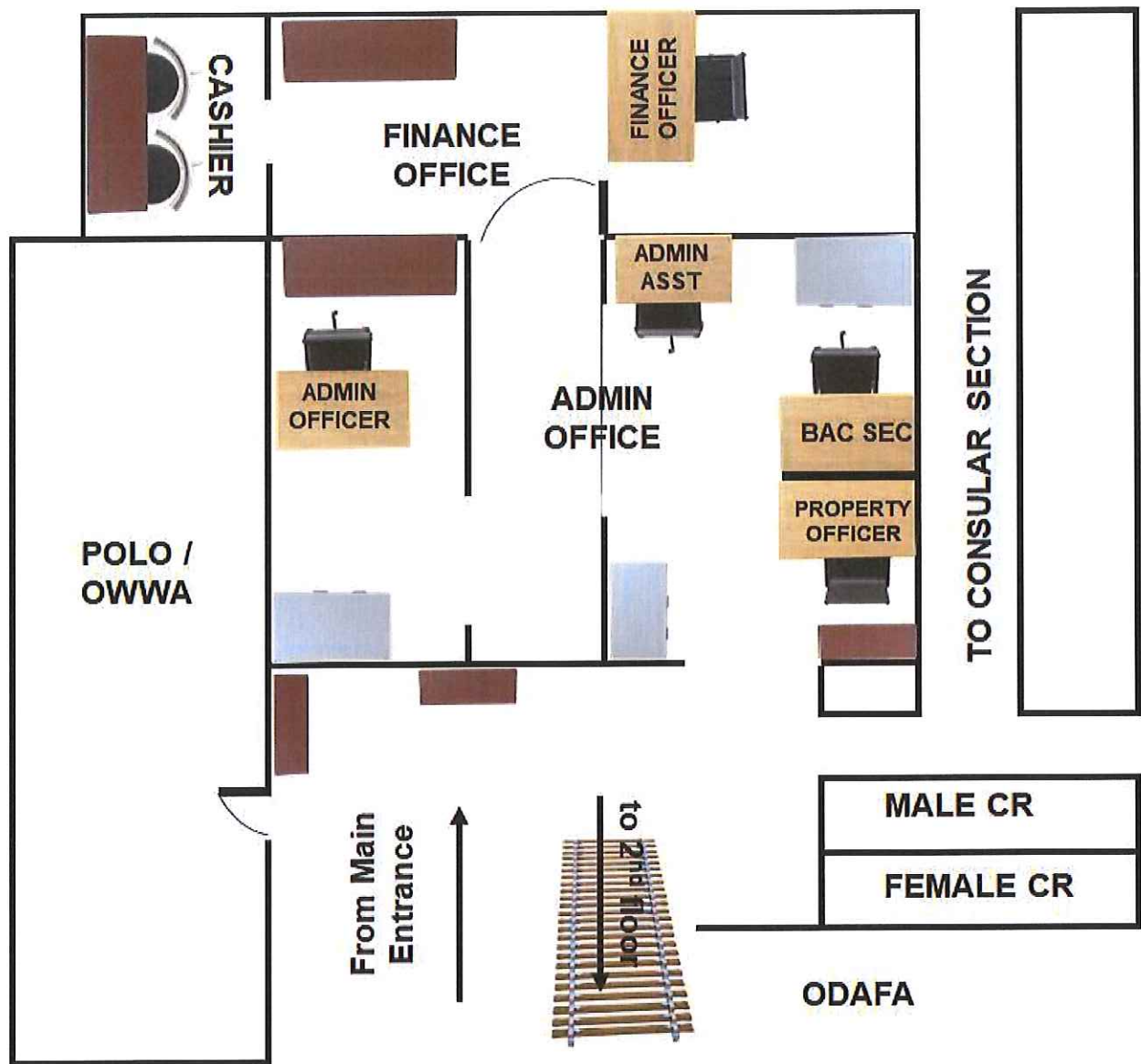
The winning Provider in any circumstance, is not allowed to divulge any information to outside parties regarding the details of the Project, particularly all the information indicated in this Agreement. Should there be any leakage of information done by the winning Provider on the Project shall render the Contract null and void.

Conforme:

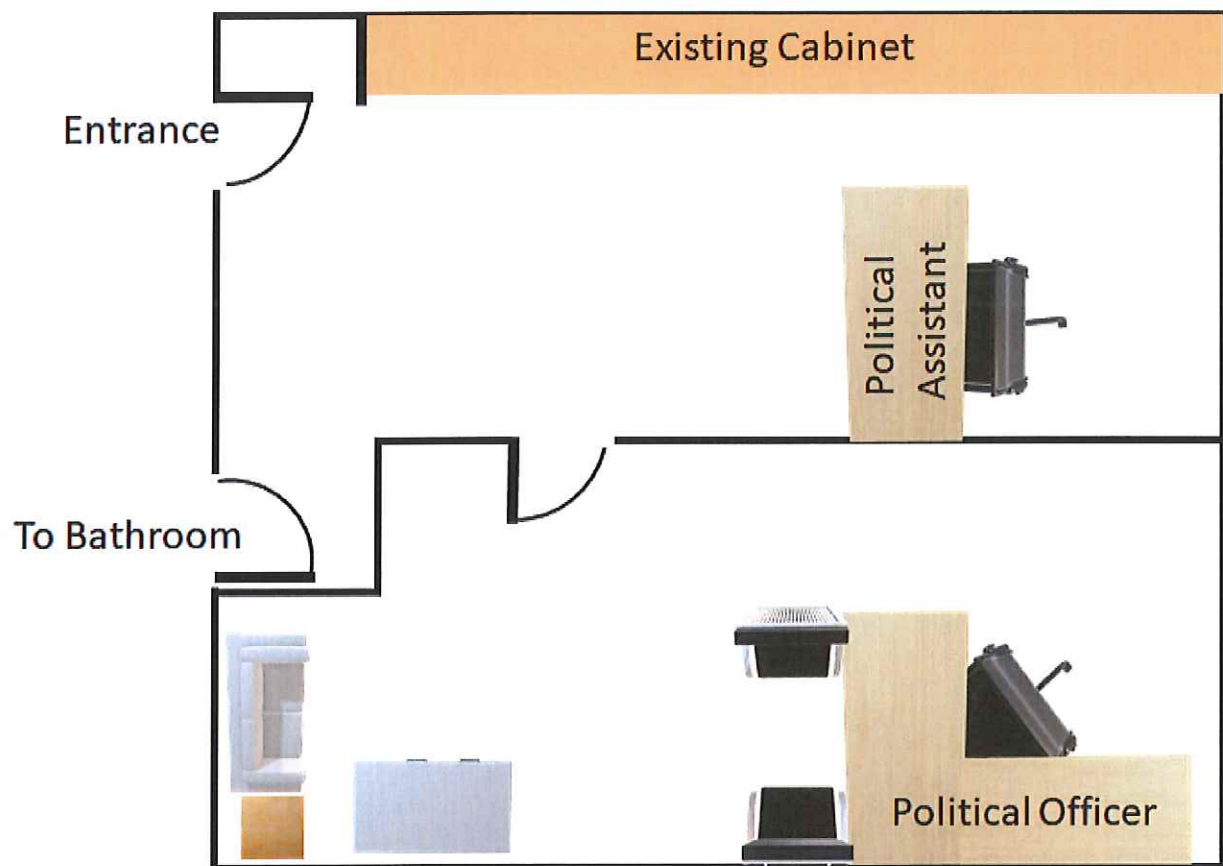
(Signature)

Name of Representative

Position



PROPOSED NEW ADMIN OFFICE



PROPOSED NEW POLITICAL SECTION OFFICE

PRICE QUOTATION FORM

Date : _____

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:	Quotation Price
1. To refurbish the Administrative Section Room at the 2nd floor to Political Room;	S\$ _____ (The above-quoted price is inclusive of all costs and applicable taxes.)
2. To renovate the Embassy lobby and construct a new Administrative Section Room;	S\$ _____ (The above-quoted price is inclusive of all costs and applicable taxes.)
3. To repair the current cashier area inside the Finance Room	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