



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

17 November 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **various janitorial and miscellaneous supplies** for the period November to December 2021. The details of the project are indicated in the attached Terms of Reference.

Interested companies must accomplish and submit the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference on or before 1600H (Singapore Standard Time), 22 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

TERMS OF REFERENCE








PROJECT: PROCUREMENT OF VARIOUS JANITORIAL AND MISCELLANEOUS SUPPLIES FOR THE PERIOD NOVEMBER TO DECEMBER 2021

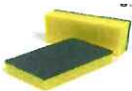



I. PROJECT

The Embassy of the Republic of the Philippines in Singapore needs to procure various janitorial and miscellaneous supplies for November-December 2021.

II. SCOPE OF THE PROJECT

The supplier shall submit a quotation respecting the following requirements (*photos are for reference purposes only*) :

Description	Image (for reference purposes only)	Unit of Measurement	Quantity
Nylon Broom with handle		Piece	2
Waling Ting-Ting		Piece	2
Walis Tambo		Piece	5
Butterfly Floor Mop (head only)		Piece	5
Super Mop with scrapper		Piece	2
Duster		Piece	4
Dust Pan		Piece	2

Microfiber Cloth		Pack	12
Toilet Bowl Brush		Piece	6
Scouring Pad with sponge		Piece	10
Good Morning Towel		Pack	3
Garbage Bag (XL=10 packs L=20 packs M=20 packs , S=20 packs or XS=10 packs)		Pack	Please see description and quantity
Bag for Wet Umbrella		Pack	20
Brown Bag for Sanitary Napkin		Pack	10
Automatic Spray		Piece (269 ML)	15
Hang it Fresh		Piece	15
Hand Soap (Liquid)		Piece	15
Dishwashing Soap		Piece	15
Laundry Powder		Piece	4
Glass Cleaner		Piece	4
Multisurface Cleaning Liquid		Piece	10

For stainless steel bathroom or kitchen fixtures		Piece	5
All Purpose Bleach		Piece	15
Deodorant Cake		Piece	30
Toilet Flush Freshener		Piece	15
Brass Polish		Piece	2
Insect Repellent Spray		Piece	3
Floor Polish		Piece	5
Furniture Polish		Piece	3
Stain Remover		Piece	20
Car Wash Liquid		Piece	2
Kitchen and Bathroom Clog Remover		Piece	2
Disinfectant Spray		Piece	25

The goods to be proposed should be produced by reputable and well-known manufacturers. Bidders are strongly encouraged to email property.sgpe@gmail.com or call 6924-1175 for further information.

III. PRICING

The offered prices should be in Singapore Dollars and includes GST and delivery charges.

IV. INVOICING and PAYMENT

1. The winning Supplier 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. Description, quantity and total;
 - c. GST amount; and
 - d. Name of Payee / Company Name

(d)The Supplier will submit the original receipt of the supplies and accessories, including the same information described in item (2) as soon as receipt of the payment.

VI. DELIVERY AND RECEIPT CONDITIONS:

Physical examination of the supplies according to the defined specifications shall be carried out by designated Embassy personnel prior to payment.

The Embassy of the Philippines shall inspect all supplies based on the Purchased Order at the time of delivery.

Date of delivery should be five (5) days upon receipt of the Notice of Award.

VII. 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.

VIII. 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 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.

IX. 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








Annex "A"













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:

Description	Image	Unit of Measurement	Unit Price	Quantity	Sub-Total
Nylon Broom with handle		Piece		2	
Waling Ting-Ting		Piece		2	
Walis Tambo		Piece		5	
Butterfly Floor Mop (head only)		Piece		5	
Super Mop with scrapper		Piece		2	
Duster		Piece		4	
Dust Pan		Piece		2	
Microfiber Cloth		Pack		12	

Toilet Bowl Brush		Piece		6	
Scouring Pad with sponge		Piece		10	
Good Morning Towel		Pack		3	
Garbage Bag (XL=10 packs L=20 packs M=20 packs , S=20 packs or XS=10 packs		Pack		Please see description and quantity	
Bag for Wet Umbrella		Pack		20	
Brown Bag for Sanitary Napkin		Pack		10	
Automatic Spray		Piece (269 ML)		15	
Hang it Fresh		Piece		15	
Hand Soap (Liquid)		Piece		15	
Dishwashing Soap		Piece		15	
Laundry Powder		Piece		4	
Glass Cleaner		Piece		4	
Multisurface Cleaning Liquid		Piece		10	

For stainless steel bathroom or kitchen fixtures		Piece		5	
All Purpose Bleach		Piece		15	
Deodorant Cake		Piece		30	
Toilet Flush Freshener		Piece		15	
Brass Polish		Piece		2	
Insect Repellent Spray		Piece		3	
Floor Polish		Piece		5	
Furniture Polish		Piece		3	
Stain Remover		Piece		20	
Car Wash Liquid		Piece		2	
Kitchen and Bathroom Clog Remover		Piece		2	
Disinfectant Spray		Piece		25	

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

Total amount in Sgd:_____

Amount in words:_____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number