



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

17 November 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **various semi-expendable office equipment**. 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), 20 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 SEMI-EXPENDABLE OFFICE EQUIPMENT

I. PROJECT

The Embassy of the Republic of the Philippines in Singapore needs to procure various semi-expendable office equipment for official use.

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
Electronic Stapler (20 sheets)		Piece	4
Diffuser		Piece	2
Air Humidifier deerma f628 5l large capacity Ultrasonic Air Humidifier Mist aroma diffusers		Piece	1

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	Quantity	Sub-Total
Electronic Stapler (20 sheets)		Piece	4	
Diffuser		Piece	2	
Air Humidifier deerma f628 5l large capacity Ultrasonic Air Humidifier Mist aroma diffusers		Piece	1	

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