



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

20 December 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure the **landscaping maintenance and services provider of the Chancery of the Philippine Embassy and Official Residence CY 2022**. 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 20 Nassim Road, Singapore 258395 on or before the end of business hours 05:00pm Singapore Standard Time, 27 December 2021.

For queries regarding the project, kindly email the property section at property.sgpe@gmail.com or call Ms. Claire Bonabon-Dankers at +67373977 loc.116

Thank you very much for considering the Embassy's project.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "MARIA CLORINDA BONABON-DANKERS".

MARIA CLORINDA BONABON-DANKERS
BAC Member/Property Officer

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	Chancery	Official Residence	Quote
1) Maintenance Fan Coil Unit (25-30 units including maintenance of aircon compressor)	Philippine Embassy in Singapore 20 Nassim Road	17 Victoria Park Road	
2) Bi-Annual Chemical wash for wall mounted fan coil unit	Philippine Embassy in Singapore 20 Nassim Road	17 Victoria Park Road	
3) Bi-Annual Chemical wash for ceiling cassette fan coil unit	Philippine Embassy in Singapore 20 Nassim Road	17 Victoria Park Road	
4) Emergency Repairs ,installation of new units and other services			

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

Total Amount in SGD: _____

Amount in words: _____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number

TERMS OF REFERENCE

PROJECT: LANDSCAPING MAINTENANCE AND SERVICES OF THE CHANCERY AND THE OFFICIAL RESIDENCE FOR CY 2022

I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs the services of interested suppliers for the landscaping maintenance and services of the Chancery and the Official Residence for CY 2022.

II. OBJECTIVE

- 1.1. To enter into a contract with a service provider for the landscaping maintenance and services of the Chancery and the Official Residence for CY 2022.

III. SCOPE OF PROJECT

Description	Location
1) Landscaping maintenance and services provider of the Chancery of the Philippine Embassy	20 Nassim Road
2) Landscaping maintenance and services provider of the Chancery of the Philippine Embassy	17 Victoria Park Road
3) And all other services related to the Project	Both

IV. PRICING

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

V. INVOICING and PAYMENT

1. The winning Supplier shall submit the invoice which includes GST for goods and services and original technical conformity document to the Embassy in a monthly basis every end of the month.

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
- e. Bank Information; Bank Name(s), Branch name(s), Account number(s)

3. Payment Terms

- a. The Provider shall bill the Procuring Entity after each services starting January 2022
- b. The Procuring Entity shall pay the Provider via cheque within seven (7) working days upon receipt of the bill and issuance of service report. The provider shall issue the tax invoice immediately after payment.

VI. EVALUATION FACTORS

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

VII. 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.

VIII. 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.

Conformé:

(Signature)

Name of Representative
Position

Approved:

Adrian Bernie C. Candolada
Chargé d'affaires

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