



## EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

11 January 2022

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure the **maintenance, photocopying and other related services of one of the Photocopier machines owned by the Philippine Embassy Singapore.**

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](mailto:admin.sgpe@philembassysg.org) or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours 05:00pm Singapore Standard Time, 14 January 2022.

For queries regarding the project, kindly email the administrative section at [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) or call Ms. Maria Clorinda Bonabon-Dankers at +67373977 loc 116

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



Sincerely Yours,

  
**MARIA CLORINDA BONABON-DANKERS**  
Property Officer

## TERMS OF REFERENCE

**PROJECT: PROCUREMENT OF THE MAINTENANCE, PHOTOCOPYING AND OTHER RELATED SERVICES FOR THE PHOTOCOPIER EQUIPMENT OF THE PHILIPPINE EMBASSY IN SINGAPORE FOR CY 2022**

### I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs to procure the maintenance, photocopying, and other related services of one of the Photocopier machines owned by the Philippine Embassy Singapore as the present contract with the current photocopying company was already expired in December 2021.

### II. OBJECTIVE

To engage the services of a Company that can provide the maintenance, photocopying and other related services of one of the Photocopier machines owned by the Philippine Embassy Singapore.

### III. DESCRIPTION OF THE EQUIPMENT

Serial No.	Description of Equipment	Printing and Photocopying options	Installation/Deployment Address
G716MB50549	MPC4504SP	<ul style="list-style-type: none"><li>• Black and White</li><li>• Colored</li></ul>	Philippine Embassy, 20 Nassim Road (Consular Section Level 1)

### IV. SCOPE OF THE PROJECT

- A. Regular service and maintenance of the Equipment to ensure that it is in good condition
- B. Dispatch a trained service personnel to attend to any breakdown of the Equipment
- C. Provide the maintenance service only during the regular business hours of the Company, i.e. Mondays to Fridays from the hours of 0830 to 1700 hours (except public holidays). Additional charges at prevailing rates are applicable for services required after stipulated hours.
- D. At the request of the Customer to provide service outside the business hours of the Company at the prevailing rates on per call basis.
- E. provide consumables (excluding throughput materials such as papers and staple refills, etc), and spare parts (excluding attachable parts and accessories, such as copy tray, paper-cassette, key-counter, castors, equipment pedestal, copy card systems and coin operated units etc.). All such parts so replaced and consumables (including but not limited to toners) shall become the property of the Company.

- F. provide software patches for any part of the software that does not perform as described in the product specification at the initial date of installation. These patches will be provided free-of-charge, if requested, and/or when they become available onsite/remotely. The Company shall not guarantee the portability of the product/software to any other hardware or operating systems or network or protocols apart from those on which the product/software was originally designed to operate.

## **V. PRICING**

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

## **VI. 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.
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 Procuring Entity, shall submit the printed meter-counter sheet to the Supplier at monthly intervals. The Supplier shall bill the Procuring Entity the full amount of the meter usage in a monthly basis.
  - b. The Procuring Entity shall pay the Provider via cheque within seven (7) working days upon receipt of the bill. The provider shall issue the tax invoice immediately after payment.

## **VII. 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.

## **VIII. 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.

## **IX. 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.

## **X. DIPLOMATIC CLAUSE**

The Embassy shall terminate the services of the Contractor by sending a written notice at least fifteen (15) days in advance by recorded delivery letter, in the event of the severance of the diplomatic ties between the Republic of Singapore and the Philippine Government.

Conforme:

\_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)

**NAME OF REPRESENTATIVE**

Position

Date: \_\_\_\_\_

Approved by:

**ADRIAN BERNIE C. CANDOLADA**

Charge d' Affaires, a.i.

Date: \_\_\_\_\_

## 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:

Project Description	Minimum Copies per month for 12 months	Amount for the minimum copies per month	Amount in excess of the minimum copies *per copy per month
A) Full Service Agreement for Multi-Function Machine for CY 2022			
a) Black and White			
b) Coloured			

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