



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

23 December 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to **rent a 13-seater shuttle service van with a driver for CY 2022** for the Official use by the Philippine Embassy in 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 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, 29 December 2021.

For queries regarding the project, kindly email the property section at admin.sgpe@philembassysg.org or call Ms. Gloria Jean Castaño-Zafra at +658858-5444.

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

Sincerely Yours,


MARIA CLORINDA BONABON-DANKERS
BAC Member/Property Officer



TERMS OF REFERENCE

PROJECT: RENTAL OF A 13-SEATER SHUTTLE SERVICE VAN WITH A DRIVER FOR CY 2022

I. RATIONALE

The Philippine Embassy in Singapore will continue to provide a 13-seater service van with driver to serve as shuttle service to transport Embassy clients from Wheelock Place, Anguilla Park Road to the Philippine Embassy, 20 Nassim Road and vice versa for CY 2022, 0830H-1630H.

II. OBJECTIVE

- 2.1 To enter into a contract with a suitable and experienced service provider to Pick-up and Drop-off clients, customers, and visitors from Embassy to Anguilla Park and vice versa for CY 2022.

III. GENERAL REQUIREMENTS

1) QUALIFICATION OF THE CONTRACTOR

- 1.1 Contractor shall be a corporation or company duly organized and existing under Singaporean laws and must be duly licensed by appropriate government authorities that pertain to and govern the Transporter's operation and services to the Embassy, including but not limited to Land transport Authority Laws;
- 1.2 The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The transporter being an independent contractor shall determine the method by which it shall comply with the laws and requirements set forth in clause 3.1.1 and any other applicable laws and regulations.

2) DUTIES OF THE CONTRACTOR

- To provide transport vehicle for the Pick-up and Drop-off from Embassy to Anguilla Park and vice versa.

3) TRANSPORT LOCATION

From pickup location on **Anguilla Park- Orchard Road** to **Philippine Embassy Singapore 20 Nassim Road 258395** and vice versa.

4) TRANSPORT SCHEDULE

Pickup at Anguilla Park (Time)	Pickup at 20 Nassim Road (Time)
0830H	0845H
0900H	0915H
0930H	0945H
1000H	1015H
1030H	1045H
1100H	1115H
1130H	1215H
1230H	1245H
1300H	1315H
1330H	1345H
1400H	1415H
1430H	1445H
1500H	1515H
1530H	1545H
1600H	1615H

IV. PRICING

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

V. INVOICING and PAYMENT

5.1 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.

5.2 The following information must be indicated on the invoice(s):

- Purchase Order Number;
- Description, quantity and total;
- GST amount; and
- Name of Payee / Company Name
- Bank Information; Bank Name(s), Branch name(s), Account number(s)

5.3 Payment Terms

- The Contractor shall bill the Procuring Entity every end of the month for 12 months starting January 2022.
- The Contractor shall be paid by the Embassy on a monthly basis upon presenting proper due invoice, billing request and monthly report.
- The Embassy shall pay the Contractor via cheque within seven (7) working days upon receipt of the bill. The provider shall issue the tax invoice immediately after payment.

5.4 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.

VII. EVALUATION FACTORS

- The 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 Contractor'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 Contractor 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

- 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.

- 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.
- 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:

DESCRIPTION	QUOTE (PER DAY)
13-seater service van with driver to serve as shuttle service to transport Embassy clients from Wheelock Place, Anguillia Park Road to the Philippine Embassy, 20 Nassim Road and vice versa for CY 2022, 0830H-1630H.	

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