

REQUEST FOR QUOTATIONS ON FACILITIES MANAGEMENT SERVICES OF THE EMBASSY OF THE REPUBLIC OF THE PHILIPPINES PERIOD: 01 JANUARY 2023 TO 31 DECEMBER 2023

The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, NEW DELHI (50-N Nyaya Marg, Chanakyapuri, New Delhi 110021, India) through the Philippine General Appropriations Act intends to apply the sum of INR 1,586,000.00, inclusive of all taxes, contingent costs and other lawful charges, being the Approved Budget for the Contract (ABC), as payments under the procurement of the following services: Gardening, Garbage collection, Pest and Termite control and Fumigation. From 01 January 2023 to 31 December 2023.

Services	Approved Budget for the Contract
General Pest/Termite Control	43,000.00
Fumigation	43,000.00
Garbage Collection	185,000.00
Gardening & Horticulture	1,315,000.00

The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES in NEW DELHI now invites quotations for the above-said SERVICES for one year.

The technical specifications on procurement of Gardening, Garbage collection, Pest and Termite control and Fumigation Services are as follows:

I. Name of Work and Areas of Operation

A.	<p>The contractor will perform a variety of housekeeping related tasks within the premises of the Philippine Embassy located at 50N Nyaya Marg, Chanakyapuri, New Delhi 110021, India specifically:</p> <ul style="list-style-type: none"> a. Embassy open grounds b. Consular building c. Chancery building (except identified restricted areas) d. Official residence (Approval from the Ambassador or Embassy representative is necessary)
	<p>The Contractor shall be a corporation or company duly organized and existing under Indian laws. It must be duly licensed by appropriate government authorities to render the following housekeeping and related services and submit relevant contracts showing all these five specified services (contracts on each of the following areas, whether combined or individually, are also acceptable as long as the bidder can prove that all services on areas have been earlier provided).</p> <ul style="list-style-type: none"> a. Gardening & horticulture b. Fumigation c. General Pest and Termite Control d. Garbage Disposal

B.	<p>GARDENING AND HORTICULTURE</p>
	<p>Scope of Work</p> <p>The Contractor shall deploy five (5) gardeners who will ensure that the Embassy grounds are properly cared for and presentable at all times by performing the following tasks in a proper and timely manner:</p> <ol style="list-style-type: none"> 1. Minor Landscaping 2. Soil preparation 3. Irrigation 4. Weeding 5. Shearing, pruning and cutting dry leaves, grass, hedges, trees and other plants. 6. Planting/transplanting of trees and shrubs and preparation of flower beds. 7. Application of manure/fertilizer, plant nutrients and pesticides as needed. 8. Sweeping of grounds and concrete-paved areas 9. Other tasks needed to maintain the health and attractiveness of the Embassy grounds and its environs 10. Provide indoor plants and their arrangements as part of the contract 11. Perform environment-friendly approaches in undertaking these tasks including water conservation and proper waste management such as composting 12. Assist in minor tasks such as moving plants and other furniture as the need arises 13. Watering and caring for indoor and outdoor plants including propagation of existing plants 14. Ground and garden maintenance 15. Watering of trees and plants and maintaining the gardens 16. Watering and tending of indoor plants and fresh flowers damp-wiping of artificial plants and flowers and cleaning of vases, pots and plant boxes 17. Sweeping of driveways, premises of building and parking areas 18. Sweeping and cleaning or rubbish and leaves within and around the vicinity of the Embassy 19. Emptying and cleaning of waste/trash cans located within the premises. Throwing of trash and others in the garbage area of the Embassy 20. Pressure -washing and sweeping wit hard broom all concrete grounds as necessary 21. Taking out of indoor plants for sunlight exposure and appropriate plants maintenance every Friday afternoon 22. Cleaning of boundary area. This includes the grounds and outside perimeter of the Embassy 23. Replacing/trimming of ornamental plants, trees and grass 24. Tending the indoor plants in the main lobby and all floors 25. Disposal of cut leaves/grass and other gardening wastes
C.	<p>Deployment of Manpower</p>
	<p>When there is a Delhi State-issued guideline on the COVID-19 lockdown or COVID-related resolution/executive order, it is the responsibility of the Contractor to ensure that all manpower deployed in the Embassy have been swabbed and will provide negative RT-PCR test result.</p> <p>If in case any manpower is found sick or infected with covid virus/variant, the Contractor will provide a substitute or an alternate manpower to substitute for ill/sick manpower. The Contractor will also ensure that all the required number of manpower at a given time will continue to be available to deliver services.</p> <p>At all times, 5 gardeners will be deployed on a weekday; at least 3 gardeners on Saturdays and 2 gardeners on Sundays, as stated below.</p>

	<p>The labor force to be deployed will include skilled and semi-skilled workers. There would be five (5) gardeners in the Embassy premises from Monday to Friday and at least three (3) gardeners on Saturday and two (2) gardeners on Sunday.</p> <p>The schedule of holidays is based on the declared 20 holidays of the Embassy. Deployed manpower will not be allowed to ask for other holidays outside of those 20 holidays listed by the Embassy. Manpower is also prohibited from using local hire/s to seek for additional holidays or time off outside of the allowed holidays.</p>									
	<p>The Contractor shall deploy an adequate number of service personnel who are trained to perform their assignments and abide by appropriate shift duties:</p> <table border="1" data-bbox="459 488 1257 633"> <thead> <tr> <th>Deployment Type</th> <th>No. of Personnel to be Deployed</th> <th>Age</th> </tr> </thead> <tbody> <tr> <td>Coordinator – Male</td> <td>1</td> <td>27-40</td> </tr> <tr> <td>Gardener – Male</td> <td>4</td> <td>18-30</td> </tr> </tbody> </table>	Deployment Type	No. of Personnel to be Deployed	Age	Coordinator – Male	1	27-40	Gardener – Male	4	18-30
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Coordinator – Male	1	27-40								
Gardener – Male	4	18-30								
	<p>The Five (5) gardeners are expected to render eight (8) hours of work per day, EXCLUDING a one hour lunch break. The work schedule will be flexible eight (8) hour shift. The log in time will depend on the season (summer/winter) and as agreed by both parties. The preferable schedule will be as follows:</p> <ul style="list-style-type: none"> ➤ 8:00 A.M. to 4 P.M. (3 Gardeners) ➤ 9:00 A.M. to 5 P.M. (2 Gardeners) <p>They will log in from Monday to Sunday, except on Saturdays or Sundays when there is a holiday as shown in the Embassy list of holidays.</p>									
	<p>The Contractor will consider increasing the number of gardeners to be deployed if necessary to ensure that the quality of work is maintained without any additional cost. <u>The Contractor will provide Embassy with the names of the gardeners, medical clearance (i.e. Hepatitis, TB among others) & police clearance in English to be deployed and give advance notice of any change in manpower, whether in terms of number or composition.</u> The name lists of gardeners that the Contractor will provide is subject for approval of the Ambassador or his authorized representative. <u>All gardeners and coordinator are required to have prior police clearance.</u></p>									
	<p>The gardeners to be deployed should be knowledgeable and well-versed in gardening, landscaping and other aspects of garden upkeep, with verifiable experience in this specific line of work.</p>									
	<p>The Embassy will not be responsible for the gardener's board lodging, transportation, medical insurance and other benefits. The Contractor should ensure that their Company complies with Indian Labor laws.</p>									
<p>D.</p>	<p>Equipment, tools and materials</p>									
	<p>The Contractor shall be responsible for the repair and maintenance of the equipment for optimal performance. The Contractor shall be responsible for the care of equipment against fire, theft and other accidents including force majeure and shall be responsible for the equipment's repair or replacement in such cases.</p>									
	<p>All equipment, materials and supplies necessary for the performance of the stipulated service shall be provided for by the Contractor. The Contractor shall further guarantee the fitness of all equipment, materials and supplies that will be used in the Embassy's premises.</p> <p>The Contractor will replace any broken or damaged tools or equipment which it has provided to the gardeners and are necessary for gardening/horticulture work in the Embassy. The Contractor will provide the replacement within 7days from receipt of verbal or written notice from the Embassy of said damage.</p>									

	<p>The Contractor shall provide the following for the performance of the services:</p> <ul style="list-style-type: none"> • Diesel and hand-operated lawn mowers • Wheel barrows • Sufficient number of water hoses and sprinkles; knapsack and hand sprayers and pumps • Tools such as trowels, pruning saws and secateurs, hedge cutters, sickles rakes, digging forks, stakes, slicers and brooms etc. • Manure/fertilizer, pesticides, insecticides and plant nutrients <p>It is the responsibility of the Contractor to remove any garden scrap & debris from the Embassy premises.</p>
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E.	FUMIGATION
	<p>Scope of Work: Procurement of Fumigation Services for one year from 01 January 2023 until 31 December 2023</p>
	1. The supplier shall provide twelve (12) services of Fumigation against mosquitoes in the surrounding areas of the Embassy Official Residence, Consular Section and local quarters.
	2. The Contractor shall provide the required equipment for fumigation and sufficient number of manpower/certified applicators for the performance of this service.
	3. The preferred schedule for the conduct of fumigation services shall be monthly.
	4. The Contractor shall use effective fumigant products that are environmentally friendly and safe to human beings. As much as possible, the chemicals to be used for fumigation must be globally approved and tested by the Indian authorities.
	5. The Contractor shall be responsible for securing license or permits to the Indian authorities relative to the performance of this service.
	6. The Contractor shall ensure that any disturbance to the normal work processes of the Embassy shall be kept to a minimum.
	7. The Contractor shall provide in advance of any known hazards or danger associated with these services such as risk in radiation, toxic, explosive elements, environmental pollution/poison, etc. The Embassy shall not accept any responsibility for any consequences that may result from the Contractor's failure in delivering these services to the Embassy.

F.	GENERAL PEST AND TERMITE CONTROL
	Scope of Work: Providing general pest/termite control services for one year from 01 January 2023 to 31 December 2023.
	1. The Supplier should conduct general pest AND termite control services monthly.
	2. The preferred schedule for the conduct of general pest AND termite control services shall be monthly.
	3. The Supplier is responsible for inspecting buildings of the Embassy (Chancery, Official Residence, Consular Section, Local Quarters) and the surrounding property for signs of insect, rodents and other pests.
	4. The Supplier shall be responsible for providing the proper materials/equipment, including but not limited to the use of mouse & snake traps included, as well as chemicals (powder or liquid form) to remove the pests and termites and prevent them for re-entering the areas.
	5. The Contract will ensure the installation of termite prevention materials particularly the Termite Baiting System in the surroundings of the Chancery, Residence, Consular Office, and Annex rooms of the Local Quarters Building.
	6. The Contractor shall ensure that any disturbance to the normal work processes of the Embassy shall be kept to a minimum.
G.	GARBAGE DISPOSAL
	Scope of Work: The Contractor shall conduct Garbage Collection at the Embassy
	1. Contractor shall collect the garbage in the embassy DAILY, either in the morning or in the afternoon before closing of office hours at 5pm.
	2. Contractor will issue acknowledgement slip for every garbage pick-up, to be countersigned by the Embassy Supervisor Guard or Embassy Guard on Duty. The Embassy Supervisor Guard or Embassy Guard on Duty who countersigns should have witnessed the hauling of the garbage.
	3. Billing to be submitted every end of calendar month and Contractor must submit the countersigned acknowledgement slip as proof of the service.
	4. Contractor will provide trucks, manpower and other related equipment and will similarly secure all related government permits to fulfill the service.
	5. The Contractor will be responsible for the safety and security of the manpower deployed for the pick up of the garbage of the Embassy.
	6. The Contractor fees for garbage disposal shall be the amount the Company tendered/bid , inclusive of taxes and other charges. No other add-ons shall be added outside of the amount tendered/bid.
	7. There should be no employer -employee relationship between the Embassy and the Contractor during the duration of this contract.
	8. The Contractor will similarly secure all related government permits to fulfill the services.

H.	CONTROL AND SUPERVISION
	The Contractor shall exercise full control and supervision over work of the service personnel. However, the Embassy is not precluded from giving instructions to the Contractor regarding specific work assignments which may from time to time be modified by the Embassy at its sole direction.
	The Contractor will ensure the service personnel's consistent work output and regular attendance in the Embassy.
	The Contractor shall allow without any restriction the Embassy's representative to monitor its service personnel for any given tasks
	The Contractor will send its Office Manager/Office Supervisor, at least once every quarter, to the Embassy for the performance monitoring of their service personnel.
	The Contractor will respond in a timely manner to requests from the Embassy to meet with their representative in order to discuss urgent concerns related to the services being provided to the Embassy, and/or the performance of the service personnel.
	The Contractor assumes full responsibility over the acts or omissions of its service personnel. Should any of the service personnel commit any offense while in the performance of duties, the Embassy shall have the right to impose upon the Contractor, without need of legal action, such fines and penalties as a form of damages/claims.
I.	MISCELLANEOUS SERVICE
	The Contractor's manpower shall also perform other tasks in the Embassy such as carrying, transporting or moving equipment or furniture equipment, or supplies within the Embassy premises, as needed.
	Other Services related to cleaning and housekeeping which the office may require.
J.	ADDITIONAL REQUIREMENTS
	The Contractor shall require its service personnel to submit resume identifications, individual police clearances and medical certificates, upon signing of the Contract, prior to being deployed to work in the Embassy.
	There shall be no employer-employee relationship between the Embassy and the Contractor or its service personnel.
	It is understood that the Contractor shall provide all the salaries and benefits as mandated by Indian Labor laws to its personnel/manpower.
	The Contractor shall provide at least two (2) sets of custom-fit uniforms and appropriate footwear, free of charge from the Embassy or that of its personnel/manpower, for all its service staff. The custom-fit uniforms should be worn together with proper ID at all times while on duty.
	In no case shall they be allowed to stay within the Embassy's premises beyond their working hours, unless necessary and with the approval of the Head of Post or the Administrative Officer. Their actions shall be limited to the duties and functions specifically assigned to them.
	Manpower/Personnel who are on duty are not allowed to sleep in, or rest inside, or loiter in any of the rooms of the Chancery or the Local Hire Quarters Building or the Consular Building. Manpower/Personnel will only be allowed entry, for official purposes and as needed, in the Chancery or the Local Hire Quarters Building or the Consular Building, with the presence or supervision of Embassy Personnel.
	The Contractor shall provide its service personnel with proper personal protective equipment, free of charge, such as sanitary gloves (as needed), face masks (to be worn at all times within the Embassy premises), and hand sanitizers.

	The Contractor acknowledges that charges/costs for the provision of personal protective equipment for their manpower are already included in the tendered/bid amount and will not be charged extra against the Embassy.
	The Contractor shall certify that the service personnel are properly oriented trained in their respective tasks.
	The Contractor's coordinator shall report to the Head of Post or directly to the Administrative Officer (AO) or Property Officer (PO) at least once a month.
	The Contractor's service personnel performing the tasks stated in the contract are subject to all security policies of the Embassy including search by security guards when entering & leaving the Embassy premises.
	The Contractor shall commit to provide the necessary supplies, machine and other materials needed in the performance of these services.
	The Contractor shall guarantee that it shall not subcontract, assign or transfer any and all of its rights and obligations under the services contract to any third party.
	The Contractor shall immediately replace any service personnel whose deployment in the Embassy is found prejudicial to the Embassy's interest. The Contractor shall at all times enforce strict discipline and good order among their service personnel.
	The Embassy shall not entertain any request for increase in the contracted project cost/amount tendered/bid during the duration of the contract.
K.	EXCLUSION OF LIABILITY
	The Embassy shall not be liable for any direct, indirect, incidental special consequential exemplary, punitive or any other damages or losses of any kind or nature, whether in contract, tort (including negligence), products or strict liability or any other form of action such as personal injury or death resulting in the performance of the terms of the Agreement. The Contractor shall take the sole responsibility on its personnel and their equipment inhibiting the Embassy from any liability.
L.	CHARGES AND PAYMENT ARRANGEMENTS
	<i>The total contract price for the period (01 January 2022 to 31 December 2022) should not be above the Approved Budget of the Contract (ABC) as stated in the tender/bid. The amount quoted should include minimum wages, benefits, taxes and other charges of its service personnel. The Embassy will pay the Contractor per month of services. This fee will be payable through cheque on the first week of each month upon complete submission of documents.</i>
M.	EFFECTIVITY AND TERMINATION
	This agreement will take effect on 01 January 2022 to 31 December 2022. Either party may terminate the Contract at any time by giving at least one month notice in writing to the other party. If the contract is terminated by the Embassy as provided herein, the contractor will be paid for the work completed as of date of termination.
N.	CONFIDENTIALITY
	All Contactor's service personnel shall not disclose, divulge and or share to any Third Party any confidential information relating to their work or the physical layout of the Embassy and other information that may be prejudicial to the interest of the Embassy.

2.0 Charges and Payment Arrangements

The total contract price for one year is INR 1,586,000.00, inclusive of all taxes, contingent costs and other lawful charges. The Embassy will pay the contractor per month, as follows:

Services	Contract Price (INR)	Payment per month (Inclusive of all taxes and other legal charges)
General Pest Control	43,000.00	INR 3,583.33
Fumigation	43,000.00	INR 3,583.33
Garbage Collection	185,000.00	INR 15,416.66
Gardening & Horticulture	1,315,000.00	INR 109,583.33

The Embassy accepts open quotations to be submitted directly at email address NDPE.BAC@gmail.com and/or submit it, in a sealed envelope, to the Embassy at 50-N, Nyaya Marg, Chanakyapuri, New Delhi 110021, India. Please note that the quotations should not exceed the Approved Budget for the Contract (ABC). The below document should be **submitted to the Bids and Awards Committee (BAC) not later than 5:00 pm on 14 December 2022.**

The Bids and Award Committee (BAC) of the Embassy of the Republic of the Philippines reserves the right to accept or reject any offer and to annul the process at any time prior to awarding of contract without thereby incurring any liability to the affected supplier/s.


JOHN BOITTE C. SANTOS
Head of Procuring Entity

07 December 2022