



## **REQUEST FOR QUOTATION**

### **PUBLIC PROCUREMENT FOR GENERAL CLEANING, MAINTENANCE AND REPAIRS OF EQUIPMENTS, SEWAGE SYSTEM, MACHINERIES, AND ELECTRICAL SYSTEM OF THE EMBASSY**

The Embassy hereby invites suppliers/contractors to file their sealed quotation or submit an offer for services for the Embassy as described below:

<b>Lot No.</b>	<b>Project specification</b>	<b>Approved budget contract (ABC)</b>
1-lot	General cleaning, maintenance and repair of all equipment, machineries and electrical system of the Philippine Embassy building and property	Two Thousand U.S. Dollars (\$2,000.00)

The bidding shall be open to all interested suppliers/contractor, whether local or foreign, subject to conditions of eligibility provided in the implementing rules and regulation (IRR) of Republic Act (RA 9184), which is GBBP resolution no. 28-2017 and in consideration of public procurement specified in the IRR of RA 9184.

Interested suppliers/contractors may obtain further information from the Philippine Embassy in Dili during office hours, from 9:00am to 6:00 pm. Monday to Friday except holidays.

All quotations must be submitted and received by the Embassy Bids and Awards Committee (BAC) on or before 15 January 2021. The public opening of submitted quotations shall be on 18 January 2021 at 2:00pm at the Embassy.

The Embassy reserves the right to accept or reject a quotation without incurring any liability in accordance with relevant laws.

For further information, please contact the Philippine Embassy, (+670) 331-0407.

**LASER BLITZ B. SUMAGAYSAY**  
Charge d' Affaires, a.i. and BAC  
Chairperson

**TERMS OF REFERENCE FOR THE REPAIR AND MAINTANCE OF  
CHANCERY BUILDING**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
I.	<p><b>Background</b></p> <p>The Philippine Embassy in Dili intends to procure services for the chancery including the general cleaning, maintenance and repair of all equipment, sewage system, machineries and electrical system.</p>	
II.	<p><b>This Project shall consist of:</b></p> <ul style="list-style-type: none"> <li>• The contractor is a company or corporation with expertise in the business of providing general cleaning and maintenance and repair service for all the equipment, machine and electrical system of the clients. In providing above mentioned the services, the Contractor shall provide service in a safe diligent and skilful manner in accordance with the generally accepted terms and conditions.</li> <li>• The contractor shall undertake the following: <ul style="list-style-type: none"> <li>a. Cleaning and maintaining the 10 (ten) unit air-conditioning system of the Embassy.</li> <li>b. Maintenance of the lightning system of the Embassy.</li> <li>c. Maintenance of the water and sewage system of the Embassy</li> <li>d. Maintenance, replace of part and/or repair of the all equipment and machineries when the need arises.</li> </ul> </li> <li>• The contractor shall also undertake the service described above on a quarterly basis or as the need arises;</li> <li>• The terms of the contract shall be (11) month commencing on 01 February 2021 and</li> </ul>	



	<p>terminating on 31 December 2021.</p> <ul style="list-style-type: none"> <li>• The client has the right to terminate this contract anytime by informing the contractor in writing at least one month prior to the intended decision. However, in the event of disruption of diplomatic relation between the Governments of the Philippines and Timor-Leste in the event of war or force majeure, the one month advance notice shall be waived; and.</li> <li>• The contract of service shall be considered terminated at the end of the term above indicated unless renewed 30 days before its expiration.</li> </ul>	
<p>III.</p>	<p><b>Terms of Payment.</b></p> <p>For cleaning and maintaining the air-conditioning system of the Embassy, the client shall pay the agreed quarterly service fee of Two Hundred Fifty US Dollars (US\$250.00) to the contractor. The service fee for maintaining the lighting system, water and sewage system, and repairs of generator shall be paid on a per hours basis. charges are itemized as follows: \$12.50/per hour for Repair of AC and Refuel \$35.00/per unit of AC; \$60.00 cleaning/repair of water tank and sewage system; and \$200++ for changing the oil of the generator every 250hrs of use and Other services shall be paid accordingly and as agreed upon.</p>	

