



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
DILI, DEMOCRATIC REPUBLIC OF TIMOR - LESTE

**REQUEST FOR QUOTATION**

**CONSTRUCTION OF NEW GUARD HOUSE IN THE PHILIPPINE EMBASSY IN DILI**

The Philippine Embassy in Dili intends to build a new guard house through small value procurement.

The Embassy shall therefore invite supplier/ contractors to file their sealed quotation or submit an offer for the guard house as described below:

<b>Lot No.</b>	<b>Project specification</b>	<b>Approved budget contract (ABC)</b>
1-lot	Construction a guard house as well as including installation of electrical wiring, painting built- in table and other specification inclusions	Php 150,000.00


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 small value 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 6:00pm. Monday to Friday except holidays.

All quotation must be submitted and received by the Embassy Bids and Awards Committee (BAC) on or before 14 January 2021, the public opening of submitted quotations shall be on 15 January 2021 at 2:00pm at the Embassy.

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

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

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

## TERMS OF REFERENCE FOR THE CHANCERY IMPROVEMENT

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 improvement, i.e. Guard house at embassy main gate and as well as installation of power outlet.</p> <p><b>Scope of Work</b></p> <p>This Project shall consist of:</p> <ul style="list-style-type: none"> <li>• Build the new guard house inside embassy premises.</li> <li>• Dismantling the perimeter fence 2 square meter</li> <li>• Layout the hollow blocks and concrete roof slab with the steel dowels and finishing plaster.</li> <li>• Installation of two 2 sliding window and one door</li> <li>• Installation of power supply with 2 power outlet 10 amps, two fluorescent light with diffuser.</li> <li>• Installation of table inside the guard house</li> <li>• Painting interior and exterior walls and ceiling.</li> <li>• Project duration is for 15 days.</li> </ul>	
II. Contractor's Obligations	<p>The Contractor shall provide:</p> <ol style="list-style-type: none"> <li>1. Technical manpower, tools, materials and equipment for the completion of the project.</li> <li>2. A licensed civil engineer to supervise daily the work progress at the site and submit weekly progress/accomplishment reports to the Embassy through the latter's on-site representative. The said Engineer will be the Safety Officer to check, implement and monitor safety precautions during construction.</li> <li>3. Detailed shop drawings and bill of materials of the Embassy improvement signed by a licensed Engineer to be submitted to, reviewed and approved by the Embassy or the Head of the Procuring Entity.</li> <li>4. Personal Protective Equipment (PPE), identification cards for each worker during the construction.</li> <li>5. One (1) warranty against materials and workmanship.</li> </ol>	



	<p>The Contractor shall also:</p> <ol style="list-style-type: none"> <li>1. Coordinate regularly with the administrative section of the Embassy and the on-site Embassy representative.</li> <li>2. Secure all necessary permits, licenses, clearances and other necessary documents in connection with the Project and bear all costs, duties, fees and other charges thereof.</li> <li>3. Maintain proper insurance coverage.</li> <li>4. Be liable for any direct or indirect loss or damage to the Embassy as a result of gross negligence or wilful misconduct on the part of the contractor, or on the part of any person or firm acting on behalf of the contractor, in carrying out the Embassy improvement. The said Contractor shall be responsible for the repair, restoration and the charges, fees or costs incurred due to damages or loss.</li> <li>5. Comply with and strictly observe all laws regarding workers' health and safety, welfare, compensation for injuries, minimum wages, working hours and other laws relative thereto</li> </ol>	
<p>III.</p>	<p><b>Safety and Protection</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall provide all Personal Protective Equipment for the personnel and site.</li> <li>2. The Contractor must provide a blue sack to conceal the area and for public safety from the start of construction.</li> <li>3. Provide power tools and construction equipment for the construction personnel.</li> <li>4. The Contractor shall provide a licensed Engineer to supervise, manage and provide accomplishment report to be signed and checked by the End User.</li> <li>5. The Contractor must provide temporary storage for tools and equipment and construction personnel lodging.</li> <li>6. For safety and concern all construction personnel must have proper identification, no criminal records and are fit to work.</li> </ol>	
<p>IV.</p>	<ol style="list-style-type: none"> <li>1. Billing and payment shall be as follows: <ol style="list-style-type: none"> <li>a. Payment 100% after completion of project</li> </ol> </li> </ol>	

### PURCHASE REQUEST

Philippine Embassy, Dili, Timor-Leste  
Post

Department: \_\_\_\_\_

PR No.: 01-005-21      Date: 08 JAN, 21


Section : \_\_\_\_\_

SAI No.: \_\_\_\_\_      Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Build the new guard house inside the Embassy premises aswell as electrical layout ang painting	1		
		Note : please see attache Terms of reference			

Purpose: \_\_\_\_\_

Signature  
Printed Name:  
Designation:

Requested by :  
  
**PABLO M. MONTILANO, JR**  
Property Officer

Approved by:  
  
**LASER BLITZ B. SUMAGAYSAY**  
Charge d' Affaires, a.i.