

SCOPE OF WORK

BUILDING MAINTENANCE (STRUCTURAL, MECHANICAL, PLUMBING AND SEWAGE) GLASS CLEANING, GARDENING AND SWIMMING POOL SERVICES CY 2025

Specifications			
I.	<p>Objective</p> <p>To provide quality building maintenance services for upkeep of the Embassy of the Republic of the Philippines in Pakistan building complex for the year 2024.</p>		
II.	<p>Contract Duration</p> <p>The duration of the contract shall be for six months commencing on 01 January 2025 and effective until 30 June 2025.</p>		
III.	<p>Areas of Operation</p> <p>Philippine Embassy Building Complex Diplomatic Enclave, G-5, Islamabad, Pakistan</p>		
IV.	<p>Duty Timing</p> <p>9:00 a.m. to 6:00 p.m., with one (1) hour lunch break Five (5) days a week (Monday to Friday), with one (1) personnel rotating for duty on Saturdays and another for Sunday as well as holidays.</p>		
V.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>Contractor's Obligations</p> <p>The Contractor shall provide:</p> <p>1. A company profile showing at least four (4)-years' experience upon commencement of contract, in the operation, preventive maintenance and repair of the chancery building complex's structural, mechanical, plumbing, sewage, glass cleaning, gardening and swimming pool system;</p> <p>2. Resumé and other supporting documents/credentials of the personnel to be deployed in the Philippine Embassy. The Contractor shall give the Embassy the option to choose from among its roster of workers, and to replace its personnel assigned at the Embassy if deemed necessary. The worker to be assigned to the embassy should have no derogatory</p> </td> <td style="width: 20%; text-align: center; vertical-align: top; padding: 5px;"> <p>Statement of Compliance</p> </td> </tr> </table>	<p>Contractor's Obligations</p> <p>The Contractor shall provide:</p> <p>1. A company profile showing at least four (4)-years' experience upon commencement of contract, in the operation, preventive maintenance and repair of the chancery building complex's structural, mechanical, plumbing, sewage, glass cleaning, gardening and swimming pool system;</p> <p>2. Resumé and other supporting documents/credentials of the personnel to be deployed in the Philippine Embassy. The Contractor shall give the Embassy the option to choose from among its roster of workers, and to replace its personnel assigned at the Embassy if deemed necessary. The worker to be assigned to the embassy should have no derogatory</p>	<p>Statement of Compliance</p>
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record from the Pakistan Government and from the company;

The minimum tools/equipment listed below for operation, preventive maintenance and repair work which shall be kept at the Embassy for immediate use as necessary for the duration of the Contract:

Tools/ Equipment	Quantity
Motorized Grass Cutter	2 sets
Push cart	2 units
Manifold Gauge	2 units
Vacuum Pump	2 units
Multi-Tester	2 units
Hygrometer	1 unit
Pipe wrenches and Pliers	1 set
Step Ladder 5ft	1 unit
Other supplies, tools and equipment necessary to execute the necessary service maintenance	

Parts, fabricated materials, consumables and water treatment chemicals for operation, preventive maintenance and repair works;

a. A service vehicle to bring to and from the Embassy its technical personnel in transporting manpower, necessary materials, tools and equipment;

b. Additional manpower, supervision, materials, consumables and necessary materials, tools and equipment, free of charge during major and minor repairs as well as overhauling;

c. The cost of transfer of existing units and ancillaries to new locations within the chancery premises;

d. Supervision, labor, fabrications and all the necessary materials/parts consumables, equipment and cleaning /disposal of debris at the project site;

e. A maintenance record/history and written monthly reports primarily for the Administrative officer with copy to the Building Administrator and post copies of the report in every machine room;

General Guidelines

- If a certain personnel is unable to report to work, the Contractor shall provide a reliever immediately in coordination with the Administrative Officer and Building Administrator to prevent disruption in the building maintenance operations of the Embassy. Any reliever shall be cleared first with the Administrative Officer of the Embassy.
- The Contractor shall provide the Embassy with a list of relievers with the appropriate security clearances before or upon the effectivity of the contract.
- For reasons such as absenteeism, underperformance, contract violations or misdemeanor by any of the Contractor's personnel, the Embassy reserves the right to request the Contractor, in writing, to replace a particular personnel. Should such situations necessitate the immediate removal of the staff concerned, the Contractor shall immediately provide the replacement from the provided list of relievers as previously mentioned either as a temporary or regular arrangement. Otherwise, the Contractor shall replace the said personnel within ten (10) calendar days, subject to the usual security clearances of the Embassy and for entry into the Diplomatic Enclave.
- During emergency/extraordinary situations, the Embassy may request the Contractor to have its personnel report for work outside the regular Duty Timings as stated above. Such personnel shall be provided compensatory time off.
- The Administrative Officer of the Embassy and the Building Administrator shall have operational control of the personnel assigned by the Contractor. Such powers include, but are not limited to, assigning of tasks and prescribing the manner and standard in the performance of the tasks as stated in the Contract and Terms of Reference.
- The Personnel of the Contractor shall strictly refrain from going to or near the Embassy's

	Community Center when there is an occupant, unless otherwise ordered to.	
VI.	<p>Roles and Responsibilities of Specific Personnel:</p> <p><u>Structural/Mechanical Staff</u></p> <ul style="list-style-type: none"> • Maintain all civil, electrical, plumbing and mechanical • Ensure the smooth operations of computers in coordination with the Embassy's I.T. Specialist (installing operating systems and other necessary software and equipment); • Supervise personnel involved in construction works and repairs in the Embassy complex; and, • To perform such other necessary and relevant functions to as may be directed by the Embassy to ensure the proper operation of all civil, electrical, plumbing and mechanical. <p><u>For the Plumber:</u></p> <ul style="list-style-type: none"> • Maintenance supervision of swimming pool pumps and filters; • Maintain plumbing pipes and other fixtures in the Embassy Complex and ensure that they are in proper order at all times; • Change plumbing fixtures and pipes as needed; • Ensure that all water pipes are in proper order; • Maintain the cleanliness of water tanks; • Monitor and ensure the conservation of water, electric energy, and gas pipes; and, • To perform such other necessary and relevant functions as may be directed by the Embassy to ensure the proper operation of the plumbing system. <p><u>For the Glass Cleaners:</u></p> <ul style="list-style-type: none"> • Regularly clean the glass walls, partitions, doors and windows using appropriate cleaning tools and chemicals, and materials; • Wipe and sponge wash glass walls, partitions, doors and windows with extra care to avoid scratches and breakage; 	