

SCOPE OF WORK

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

| Specifications | | | |
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| 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 |
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| 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

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| | 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; | |

- Thoroughly clean exterior window and fixed panel glazing and ceiling at least once a month or as necessary; and,
- To perform such other necessary and relevant functions as may be directed by the Embassy to ensure the cleanliness of all glass walls, partitions, doors and windows.

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For Swimming Pool Maintenance

- Regularly check filter pressure;
- Clean filter if the water is not clear;
- Remove debris and other dirt from strainer basket;
- Regularly test the water and add recommended chemicals;
- Clean the tiles and walls with nylon brush;
- Vacuum clean the bottom of the pool once a month;
- Loosen algae on concrete walls with proper implements;
- Check walls or vinyl liner for cracks or tears, and repair with appropriate kit;
- Hose off the deck but aim water away from the pool; and,
- To perform such other necessary and relevant functions as may be directed by the Embassy to ensure the proper operation and cleanliness of the swimming pool and the pool deck.

For the Gardener:

- Raise and cultivate plants from seeds or cuttings;
- Dig, plant and weed flower beds and borders;
- Water trees, plants, cleaning of vases, pots and plant boxes and maintaining the gardens;
- Pull out weeds and prune /trim shrubs and trees;
- Mow lawns regularly;
- Check the health of plants by identifying any pests or diseases and controlling them;
- Apply fertilizers to plants and maintain moisture levels;
- Sweep driveways and premises of buildings and parking areas;
- Dispose rubbish, trash and garbage from the buildings to receptacles provided for this purpose; and,

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| | <ul style="list-style-type: none"> To perform such other necessary and relevant functions as may be directed by the Embassy to ensure the proper maintenance of the lawn and garden. | |
| VII. | <p>Equipment, Supplies and Uniforms</p> <ul style="list-style-type: none"> The Contractor shall provide its personnel with the appropriate uniform with a single color as agreed upon between the Embassy and Contractor before the effectivity of the contract. Uniforms shall be worn from Mondays to Thursdays during work hours, except on Fridays where casual/traditional clothes may be worn, but with closed shoes only and no slippers (except for closed chappal). The Contractor shall provide the appropriate personal protective equipment to its personnel as needed. The Contractor shall provide the necessary maintenance materials and equipment as stated in item V.3 at the start of the contract period. Materials and equipment provided shall be of standard quality and shall be sourced from reputable suppliers. In addition to those stated in item V.3 above, specific items and brands shall be discussed and agreed upon before the signing of the contract. Special or extraordinary supplies or equipment not included in the standard set discussed before the commencement of services may be requested by the Embassy from the Contractor as needed during the duration of the contract. In such cases, the Embassy shall bear the cost of procuring the said supplies. The Contractor may recommend specific equipment/supplies, but the Embassy shall have the final decision on which item shall be procured. | |
| | <p>Health Maintenance and safety during operations:</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> Ensure that its assigned personnel have a yearly health check certificate and are free from any communicable disease and/or | |

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| | <p>symptoms of from such communicable diseases;</p> <ol style="list-style-type: none"> 2. Provide and ensure that assigned personnel observe World Health Organization prescribed safety protocols (ie. face mask, and observe social distancing) within the chancery premises and comply with the Embassy security requirements; 3. Provide its personnel with hand sanitizer and hand soap for personal hygiene. | |
| | <p>Terms of payment:</p> <ul style="list-style-type: none"> • The Contractor shall be paid on a monthly basis from the submission of the sales invoice and complete supporting documents • All payments shall be inclusive of all applicable taxes and other lawful charges. | |
| | <p>Liability Clauses:</p> <ol style="list-style-type: none"> 1. The Contractor shall be liable for any direct or indirect loss or damage to any part of the Embassy chancery, including equipment and in case of gross negligence or willful misconduct on its part or of its assigned personnel, in carrying out the operation and maintenance including major and minor repairs of the Embassy's building, plumbing, sewage, swimming pool and other equipment system and their components, in accordance with items IV-VII above; 2. The Embassy reserves the right to unilaterally terminate the contract and impose a commensurate financial penalty should the Embassy find that the operation, maintenance and repair works are not in accordance with standard practice are noncompliant with standard procedures; 3. The Embassy reserves the right to terminate the contract, with or without reason provided to the Contractor, by serving a written one (1) month Notice. | |

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| | <p style="text-align: center;">Confidentiality Clause</p> <ul style="list-style-type: none"> • The Contractor shall ensure that each of its personnel assigned to the Embassy shall execute a non-disclosure agreement | |
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Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Cannot Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Cannot Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Approved On Behalf of the Philippine Embassy:


JUAN PAOLO G. ALIX
 Charge d' Affaires a.i.

Conformé (Contractor):
 [Signature/s]
 [Name of the Bidder/ Bidder's Authorized Representative/s]
 [Position] _____
 [Date]: _____