



PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES
TO THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS, JAKARTA



19 September 2024

RFQ-JPM-2024-19

**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

The Permanent Mission of the Philippines to ASEAN, through its Bids and Awards Committee (BAC), is pleased to invite you to submit an Open Quotation for the annual repairs and maintenance of the swimming pool tank and machine to the General Conditions stated herein, on or before **1700H, Thursday, 26 September 2024**, described as follows:

Name of Project : Annual Maintenance and Cleaning Services of the Water Tanks and Machine of the Permanent Mission of the Philippines to ASEAN

Specifications : Please refer to the attached Terms of Reference

General conditions:

1. Prices should be inclusive of all relevant taxes and charges;
2. Prices shall be quoted in Indonesian Rupiah (IDR) and payment will be made also in IDR;
3. The bidder must submit the following documentary requirements:
 - a. Business permit
 - b. Income tax returns
 - c. Company profile
4. The BAC reserves the right to request for or waive any documentary requirement taking into consideration the usual trade and business practices being observed in Indonesia in accordance with Government Policy Procurement Board (GPPB) Resolution No. 28-2017;
5. This Request must not be taken as a guarantee that the Mission shall enter automatically into a contract; and should a contract be entered into, this will in no way be construed as a waiver of the Mission's sovereign immunity;
6. The bidder that submits the Lowest Calculated and Responsive Bid shall be awarded the contract subject to the best interests of the Philippine Government.

For further inquiries or clarifications, please refer to:

Bids and Awards Committee (BAC) Secretariat

Permanent Mission of the Philippines to ASEAN
Jalan Wijaya XVI No. 5, Melawai, Kebayoran Baru
Jakarta Selatan 12160, Republic of Indonesia
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[SGD]
LORENZO CRIS D. VIDAL
BAC Chairperson

TERMS OF REFERENCE

PROJECT NAME : Annual Maintenance and Cleaning Services of the Water Tanks and Machine of the Permanent Mission of the Philippines to ASEAN

APPROVED BUDGET FOR THE CONTRACT : IDR 35,000,000.00

BACKGROUND

There is a need to procure maintenance services to prevent further serious damage to the water tank, water machine, and swimming pool tank and machine of the Mission.

OBJECTIVE

The objective of this undertaking is to avail of good quality services from a reputable company.

APPLICABLE RULES AND REGULATIONS

The selection of this project shall be done in accordance with the Government Procurement Policy Board (GPPB) Resolution 28-2017 dated 31 July 2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas).

The Permanent Mission of the Philippines to ASEAN, by entering into a contract with the successful bidder, does not waive its sovereign immunity, as the project is being undertaken as an official act. In this regard, any conflict arising from the implementation of the project shall be resolved through negotiations.

SPECIFICATIONS:

1. The company must provide regular repairs and maintenance services of the water tanks in the rooftop and basement, water machine, and swimming pool water pump and machine of the Mission.
2. The service provider must inspect the water tanks/machine to provide a proper quotation.
3. The service provider must provide all the equipment and safety gears to be used by the workers.
4. The service provider must supply all the materials to be used.
5. The quotation must include taxes, service charge, and other lawful charges.

PAYMENT SCHEMES

Payment option shall be in accordance to the laws and regulations of the Republic of Indonesia.