



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**BOTSCHAFT DER REPUBLIK DER PHILIPPINEN**  
**BERNE**

**ANNEX A**  
**Technical Specifications**  
**Procurement Professional Services for the Maintenance of the**  
**Embassy's Garden and Surrounding.**

<b>I.</b>	<b>Background</b> The Philippine Embassy intends to avail itself of the services of a Swiss reputable company for the maintenance of the Embassy's garden and surroundings for CY 2025.	
<b>II.</b>	<b>Objective</b> To procure professional services	
<b>III.</b>	<b>Scope of Work</b> The Contractor shall undertake the following:	<b>Statement of Compliance</b>
	<ol style="list-style-type: none"><li>1. Cut grasses and remove unwanted plants, clean garden premises, dispose of weeds, grasses and dry leaves;</li><li>2. Cut unwanted/excess branches of big trees surrounding the Embassy ground;</li><li>3. Provide chemicals to remove weeds/unwanted plants and fertilize the soil;</li><li>4. Provide equipment to cut grass and weeds and to clean garden premises; and</li><li>5. Replace and plant additional flowering plants as needed.</li></ol>	
<b>IV.</b>	<b>Contractor's Obligations:</b> The Contractor shall:	
	<ol style="list-style-type: none"><li>1. Provide professional, duly licensed gardener/s;</li><li>2. Provide its crew with appropriate protective mask and gloves; and</li><li>3. Provide equipment and other tools necessary to undertake the work</li></ol>	
<b>V.</b>	<b>Contract Duration and Offer:</b>	
	<ol style="list-style-type: none"><li>1. The Contract shall be for Spring, Summer and Autumn 2025;</li><li>2. The Offer shall include a breakdown of cost; and</li><li>3. The Offer shall be exclusive of MWST/VAT refund</li></ol>	
<b>VI.</b>	<b>Terms of Payment:</b>	
	<ol style="list-style-type: none"><li>1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and should indicate that the same is for the gardening services; and</li><li>2. Full payment shall be made within seven (7) days from receipt of the official invoice (send-bill arrangement) by mail</li></ol>	