



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

**BIDS AND AWARDS COMMITTEE**

**Philippine Embassy, Berne, Switzerland  
73-75 Kirchenfeldstrasse, 3005 Berne  
Tel. No. : 031-350 1704  
Email: [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)**

**REQUEST FOR QUOTATION**

**Project : Procurement of Janitorial Services FY 2024  
Reference : RFQ – 14 – 2023  
ABC :  
Date : 08 November 2023**

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The Embassy of the Philippines in Berne, Switzerland, invites interested parties to submit Offers/Quotations for the project “Procurement of Janitorial Services for the Philippine Embassy Chancery” for the period 01 January to 31 December 2024

Contractors should have five (5) years of experience in janitorial services and should comply with the attached Terms of Reference (TOR) for the project.

Interested contractors may obtain further information from the BAC-Secretariat, Ms. Agnes Tuazon at tel. no. 031- 350-1704 or Mr. Bernard Bartolome, 031-350-1718.

Offers/Quotations must be delivered to and received by the Administration, by 15 November 2023. Bid offers shall be considered by the Committee on the same day. Bidders shall thereafter be informed of the decision of the Committee.



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**ANNEX A  
Technical Specifications  
Procurement of Janitorial Services**

<b>I.</b>	<b>Background</b>  The Philippine Embassy in Berne intends to procure services for the cleaning of its indoor and outdoor facilities from a professional janitorial services company.	
<b>II.</b>	<b>Objective</b>  To provide a safe and clean workspace for the Embassy personnel by securing outsourced professional janitorial services that use up-to-date and environment-friendly cleaning tools and procedures.	
<b>III.</b>	<b>Scope of Work</b>  <b>The Contractor shall:</b>	<b>Statement of Compliance</b>
	<b>A. General</b>  Provide regular cleaning and basic gardening services for the Philippine Embassy Chancery located in 73-75 Kirchenfeldstrasse, 3006 Berne.	
	<b>B. Specific Duties and Responsibilities</b>  1. Provide daily maintenance cleaning services for the Chancery's interior and exterior, which shall include;  <ul style="list-style-type: none"> <li>a. Sweeping, mopping, spot-scrubbing and polishing (if necessary) of all floors</li> <li>b. Regular vacuum cleaning of carpets in rooms, hallways and staircases (2 or 3 times a week)</li> <li>c. Daily emptying and cleaning of all receptacles and paper waste containers;</li> <li>d. Disposal of garbage following the City's policy on waste segregation and schedule of garbage collection;</li> <li>e. Lining of waste bins with appropriate plastic bags and changing as necessary;</li> <li>f. Cleaning, sanitizing and minor de-clogging of toilets, kitchen sinks and washrooms which include the use of special de-clogging agents;</li> <li>g. Cleaning, sanitizing of washbasins, urinals and toilet bowls which include the use special and disinfecting agents;</li> <li>h. Cleaning, washing and dry up kitchen wares and utensils, including the ovens, stoves and refrigerators, if needed;</li> <li>i. Watering of indoor plants; and</li> <li>j. Cleaning of flower pots and plants boxes</li> </ul>	<b>COMPLY</b>



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	<ol style="list-style-type: none"> <li>2. Provide basic garden care and clean the Chancery grounds (watering and sweeping the Chancery ground)</li> <li>3. The cleaning personnel shall report to the Administrative Officer, all broken fixtures, leaking faucet, broken toilet bowl flusher, defective toilet door knobs that are found in the premises and which require immediate repair.</li> <li>4. Special Services           <ul style="list-style-type: none"> <li>• Shampooing and vacuuming of carpets in rooms, hallways and staircases (1x/year)</li> </ul> </li> </ol>	
	<p><b>C. Observance of Swiss Government Regulations</b></p> <p>The Contractor shall comply with Swiss labour laws and regulations including the provision of the required accident and medical insurance, social security coverage, pensions- kasse (if applicable) as well as provision of other benefit entitlements that its employees may be entitled to under Swiss laws.</p>	
<p><b>IV.</b></p>	<p><b>D. Miscellaneous Equipment and Supplies</b></p> <p><b>CONTRACTOR'S OBLIGATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide environment-friendly and non-hazardous cleaning materials, tools and equipment such as soft and stick brooms, dust mop and pan, vacuum cleaners, pruning shears, safety gloves etc.</li> <li>2. Provide its personnel assigned to the Chancery with proper personal protective equipment relevant to their tasks, such as but not limited to, gloves and masks. The janitorial service personnel shall not be allowed to stay within the Embassy premises after completing their assigned tasks, unless deemed necessary with the approval of the Administrative Office.</li> </ol>	



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<b>V.</b>		
<b>VI.</b>	<p><b>Contract Duration and Bid Price</b></p> <ol style="list-style-type: none"><li>1. The Contract shall commence on 01 January 2023 and end on 31 December 2023.</li><li>2. The Bid price shall include a breakdown on the cost as follows:<ol style="list-style-type: none"><li>a. Daily cleaning services per hour (excluding weekends and holidays)<ul style="list-style-type: none"><li>• 24 hours/week during Spring, Summer and Autumn</li><li>• 22 hours/week during winter</li></ul></li><li>b. Special Services:<ul style="list-style-type: none"><li>• General Cleaning of the carpets (1x/year)</li><li>• General Cleaning of Windows, blinds and shutters</li></ul></li></ol></li><li>3. Cleaning materials, tools and equipment.</li><li>4. Bid price shall be exclusive of MWST/VAT refund</li></ol>	
<b>VII.</b>	<p><b>Confidentiality Clause</b></p> <p>The Contractor shall ensure that each of its personnel assigned to the Embassy shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Embassy prior to the commencement of the service.</p>	
<b>VIII.</b>	<p><b>Terms of Payment</b></p> <ol style="list-style-type: none"><li>1. The Contractor shall submit monthly billings on the first week of the</li></ol>	



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	<p>following month.</p> <ol style="list-style-type: none"><li>2. The Contractor shall be paid within thirty (30) working days upon the submission of the invoice and complete supporting documents which shall include the total hours of work rendered for the month.</li><li>3. Payment for special services such as deep cleaning of carpets and cleaning of windows and shutters shall be billed after the services have been rendered.</li><li>4. All payments shall be exclusive of value-added tax. The Embassy shall provide a duly-accomplished VAT exemption form.</li><li>5. Payment of janitorial services shall be based on the actual number of days and hours. With written request from the Embassy, janitorial services, rendered beyond office hours or on weekends and holidays, shall be considered overtime services and shall be paid in accordance with the rate allowed by local labor laws.</li><li>6. The daily schedule of janitorial services shall be from Monday to Friday excluding weekends and holidays.</li></ol>	
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