



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

8 February 2024

Sir/madam:

The Philippine Embassy in Brussels is undertaking various repairs and renovation works at the Philippine Embassy Chancery located at Avenue Moliere 297, 1050 Ixelles.

Please see attached Terms of Reference (TOR) for the complete details of the required services.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A) and submit it directly or by email to the Philippine Embassy in Brussels through:

Ms. Mari A. Santera  
Property Officer and Member, Bids and Awards Committee  
Philippine Embassy, Brussels, Belgium  
297 Avenue Moliere, 1050 Ixelles  
Email: [mari.santera@dfa.gov.ph](mailto:mari.santera@dfa.gov.ph)  
Tel No. 0472 64 43 41

Further information and site visit can be requested through the above email address.

The deadline for the submission of quotations is on 20 February 2024 at 12:00 NN.

Sincerely yours,

  
**PABLITO A. MENDOZA**  
BAC Chairperson

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

Embassy of the Philippines  
297 Avenue Molière  
1050 Ixelles

Sir/Madam;

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

DESCRIPTION	QUOTE

Total amount in Euro:

Amount in words:

This also serves as our compliance to the terms and provisions of the Terms of Reference for the project.

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number and Email Address

## **TERMS OF REFERENCE**

**PROJECT : Renovation and Repair of the Philippine Embassy  
Chancery, Brussels**

### **I. Specification/Particulars**

The renovation and construction will cover the following items:

1. Repair and revarnishing of parquet floor (1<sup>st</sup> Floor, 138 sqm)
  - Floor sanding including dusting and complete cleaning of the support
  - Supply and installation of a layer of primer and a varnish matt natural in 2 passes on the prepared support
  - Repair cracks on hardwood floors
2. Repair and revarnishing of parquet floor (2<sup>nd</sup> floor hallway)
  - Carrying out floor sanding including dusting and complete cleaning of the support
  - Supply and installation of a layer of primer and a varnish matt natural in 2 passes on the prepared support
  - Repair cracks on hardwood floors
3. Repair and revarnishing of two wooden stairs on the 1<sup>st</sup> floor
  - Floor sanding including dusting and complete cleaning of the support
  - Supply and installation of a layer of primer and a varnish matt natural in 2 passes on the prepared support
4. Repair of marble tiles of the ground floor (foyer)
  - Repair of damaged marble slabs, sanding and repair the holes with marble dust
5. Repair and repainting of damaged walls on the 1st floor
  - Supply and installation of a contact concrete-type hooker to ensure good grip of the coating on the installation surface
  - Supply and installation of a plaster coating for the walls
  - Painting of the walls
6. Repair, realignment and repainting of seven doors on the 3<sup>rd</sup> floor
  - Adjustment of doors, replacement of hinges and closing systems. Two component repair of different openings
  - Sanding of doors and panels and existing walls before painting
  - Supply and installation of a primary layer and a wooden lacquer in 2 passes including door frame and panels.
7. Repair and repainting of main gate and entrance gate.

- Sanding damaged paint and repairing rust damaged gates
  - Supply and installation of anti-rust paint in 2 passes: 1 coat of primer and 1 coat of finish
  - Installation of manual closing system of main gate
8. Replacement of damaged tiles of the Embassy's exterior grounds
- Removal of floor pavers and screed including waste disposal and treatment
  - Supply and installation of a 5cm concrete slab compression screed
  - Supply and installation of blue stone paving including white sand grouting (rectilinear installation)
9. Installation of privacy fence
- Supply and installation of wooden fence in front of existing fence
  - Supply and installation of bamboo every 40 cm with anti-root barrier
10. Replacement of damaged and worn out fitted carpet and stair runner (386 sqm and 108 sqm)
- Removal of existing flooring, glue including disposal and treatment of waste
  - Supply and installation of new carpets
11. Repair and/or replacement of old and non-functioning full flat cassette aircon units
- Removal of interior and exterior units including waste disposal and treatment
  - Electrical adaptation of existing power supplies including technical checks before connecting new units
  - Installation of the interior cassette including adaptations of connections and connections to the existing network ref: FDT 140VH 4weg cassette 14, 0kw PAC R32/RA
  - Supply and installation of an electronic touch control box and T-PSA 5BW EMHI rooster FDT
12. Repair and repainting of damaged walls in the basement
- Removal of a coating placed on the masonry including treatment of waste
  - Supply and installation of a contact concrete-type hooker to ensure good grip of the coating on the installation surface
  - Supply and installation of a plaster waterproof coating for the walls
  - Painting of the walls, 1 coat of primer and finishing coats
13. Repair and repainting of damaged ceiling of the basement restroom
- Supply and installation of water-repellent concrete on the façade in the holds of the old mailbox (the source of the water leak) and painting of the damaged ceiling
14. Repair and repainting of damaged wall at the office of the Vice Consul
- Supply and installation of a contact concrete-type hooker to ensure good grip of the coating on the installation surface

- Supply and installation of a plaster coating for the walls
  - Painting of the walls, 1 coat of primer and finishing coats
15. Repainting of walls and ceiling of the foyer and the two doors leading to the Consular Area
- Supply and installation of a contact concrete-type hooker to ensure good grip of the coating on the installation surface
  - Supply and installation of a plaster coating for the walls
  - Painting of the walls, 1 coat of primer and finishing coats including jointing of the junctions with acrylic silicone to be painted
  - Sanding doors and panels and existing walls before painting
  - Supply and installation of a primary layer and a wooden lacquer in 2 passes including door frame and panels
  - Painting of the ceiling and under the stairs, 1 coat of primer and finishing coats
16. Repair and repainting of the damaged wooden door on the 1<sup>st</sup> floor
- Removal of one damaged wood piece on the door
17. Waterproofing of garden terrace
- Removal of existing terrace slabs including storage and storage on site
  - Supply and installation of a waterproofing layer of derbigum and verification of gutters and connections
  - Laying existing terrace slabs
18. Conversion of one room into an office area
- Installation of temporary electrical and water connection, end-of-site cleaning, inventory of the outbuildings and the unrenovated area of the property
  - Removal of the entire cabinet including repairs and disposal of waste
  - Demolition of load-bearing masonry including placement of a lintel for door opening
  - Supply and installation of an 83cm solid wooden door including fixing and placement of the frame
  - Painting the door in 3 layers including frame
  - Painting of the walls, 1 coat of primer and finishing coats including jointing of the junctions with acrylic silicone to be painted
  - Removal of the existing door including disposal and treatment of waste
  - Supply and installation of ytongs block sealed with mortar including coating and sanding ready to paint

## **II. Project Duration**

1. The project duration covering the works as stated in item 2 of this TOR, shall be for a period of eight (8) weeks from the issuance of Notice to Proceed.
2. The Contractor's proposed Work Plan shown in Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities.

### **III. Qualifications of the Contractor**

1. The Contractor shall be a corporation or company duly organized and existing under Belgian laws and must be duly licensed by appropriate government authorities to render construction and related services.
2. The Contractor must be competent and experienced in the field of building renovation with a minimum of five (5) years prior experience on similar projects.

### **IV. Duties of the Contractor**

The Contractor shall:

1. Supply labor, tools, machinery, equipment and materials necessary to complete the renovation project.
2. Ensure site clearing and handover.
3. Conform to the contract specifications. The Contractor shall implement quality control procedures and a quality assurance plan. Contractor shall warrant that the services under this contract will be provided in a professional manner in accordance with industry standards.

### **V. Pricing**

1. The Contractor shall complete all work, including furnishing, all labor, materials, equipment and services required by the Embassy for the fixed price and within the time specified. This price shall include all labor, materials, overhead and profit and inclusive of all applicable government taxes and charges.
2. The quotation and its breakdown shall be inclusive of all materials, labor and ancillary expenses, preferably in Euro. In case the price or portion(s) thereof is in a currency other than Euro, the Contractor shall indicate the reason for such, provided further that the estimated cost in Euro is also indicated based on the exchange rate at the time of submission of quotation.

### **VI. Invoicing and Terms of Payment**

1. The winning contractor shall submit the invoice and original technical conformity document to the Embassy. Invoices should include all applicable taxes.
2. The following information must be indicated on the invoice(s):
  - Scope of services/works
  - VAT amount
  - Name of payee/Company name
3. The winning contractor shall submit a Service Report with "before and after" pictures of work done prior to the release of payment.
4. Upon signing of Contract, the Embassy shall release Twenty Per Cent (20%) of the total contract amount for the Mobilization Cost of the contractor subject to submission of invoice from the contractor. Terms of payment such as progress billing may be allowed as agreed upon by the Embassy and the contractor. Final payment shall be released after the final inspection has been made by the official Embassy representative and issuance of the Certificate of Acceptance.

### **VII. Warranty**

The winning contractor shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the project.

**VIII. Evaluation Factors**

1. Contract shall be awarded to the lowest priced, acceptable and most responsive offeror which can undertake to do all the needed works in one (1) lot.
2. The Embassy reserves the right to reject proposals that are unreasonably low or high price.
3. The Embassy reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected company/supplier.

Conforme:

\_\_\_\_\_  
(Signature)  
Name of Representative  
Position

Approved by:

**JAIME VICTOR B. LEDDA**  
Ambassador and Head of Procuring Entity

Date: \_\_\_\_\_