



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

RFO-003-2025

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Brussels, Belgium, through the authorized appropriations in the Fiscal Year 2025 General Appropriations Act, and chargeable against the Embassy's General Fund – Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of Ten Thousand Euros (€10,000.00), being the Approved Budget for the Contract (ABC) for the annual clean-up and maintenance of the gardens at the Embassy and at the Official Residence, for the service period March to December 2025.

Please see attached Terms of Reference (Annex A) for the complete details of the project and documentary requirements.

Interested service providers are requested to accomplish the attached Price Quotation Form (Annex B) and submit it directly or by email to the Philippine Embassy through:


Consul General Pablito A. Mendoza
Chairperson, Bids and Awards Committee
Embassy of the Philippines
297 Avenue Molière, 1050 Ixelles
Email: brussels.pe@dfa.gov.ph

The deadline of submission of quotations/proposals is on or before 12:00 noon of 7 March 2025.

The Embassy reserves the right to accept or reject any quotation, to annul the proposal process, and to reject all quotations/proposals at any time prior to contract award without thereby incurring any liability to the affected supplier or suppliers.

For further information and clarification, please email the Property Section at mari.santera@dfa.gov.ph or call 0472 64 43 41.

Sincerely yours,


PABLITO A. MENDOZA
Chairperson
Bids and Award Committee



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

ANNEX A

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Brussels, Belgium intends to secure the services of a qualified gardening company/service provider for the annual garden clean-up and maintenance of the Embassy and Official Residence Gardens, for the service period of March to December 2025.

I. **Description**

Garden clean-up and maintenance of the Embassy and Official Residence gardens, for the service period March to December 2025.

II. **Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) for the Project shall not exceed Ten Thousand Euros (€10,000.00).

III. **Deliverables**

The company/supplier shall be a qualified service provider/company that can provide one time clean-up and regular maintenance of the gardens at the Embassy and at the Official Residence for the service period of March to December 2025, with the following specifications and inclusions:

A. Garden clean-up

- Trimming all hedges and bushes
- Removal of weeds
- Removal of fallen leaves
- Mowing of the lawn
- Taking all green wastes to the dump site

B. Regular garden maintenance

Lawn:

- Removal of moss and weeds during springtime
- Cutting of lawn borders
- Fertilizing the lawn (2 times per year)
- Special fertilizing in winter
- Mowing of the lawn every two weeks
- Cutting the borders after each mowing
- Cleaning of pathways and parking spaces before each mowing
- Clearing of side walks
- Taking all green wastes to the dump site

Hedges and bushes:

- Trimming of the hedges two times per year to keep them in their original size (width and height)
- Trimming of overgrown branches
- Cutting of sick or dead trees
- Clipping of bushes and trimming frozen plants in winter so they can grow back in spring

- Clearing of fallen leaves in autumn every two weeks
- Application of fertilizer for hedges on a regular basis
- Spraying of herbicides against weeds
- Clearing of fallen branches and trees in case of storm
- Taking all green wastes to the dump site

Walkways, parking and terrace

- Walkways, parking and terrace will be cleared after each visit
- Walkways, parking and terrace will be removed of weeds
- Walkways, parking and terrace will be sprayed against algae
- In autumn, fallen leaves will be cleared every two weeks
- Overgrown branches or trees will be cut or trimmed
- All garbage will be taken to the dump

IV. Pricing

The cost of product/service shall be quoted in Euro, inclusive of all taxes and lawful charges (including delivery).

Included in the price:

- Garden maintenance every two weeks
- All garden wastes will be taken to the dump
- All products are approved by the Belgian Ministry
- All raw materials, herbicides, fungicides, insecticides are included in the price
- If there will be special event, special mowing and cleaning of the garden is included and is free of charge.

Excluded:

- Cutting and trimming of big, sick/dead trees
- Raising vegetables and maintaining the vegetable garden
- Clearing of snow
- Big changes in the garden
- Replacing dead plants
- Season flowers
- Cleaning of gutters

V. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer.

The Philippine Embassy reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without incurring any liability to the affected company/supplier.

VI. Terms of Payment

Payment shall be made after the complete delivery and inspection of the materials and work and upon receipt of the invoice by the Finance Section of the Philippine Embassy.

PRICE QUOTATION FORM

[DATE]

Philippine Embassy
297 Avenue Moliere
1050 Ixelles

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation:

Qty	Items	Specifications	Unit Price (EURO)	Total Price (EURO)
1	Annual clean-up and maintenance of the gardens at the Embassy and at the Official Residence for the service period March to December 2025.			

(Amount in words)

The above-quoted prices are inclusive of all costs, including applicable taxes and I undertake to perform said service and/or deliver said items at the above specified address and complete the same on or before the agreed date.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details