



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BOTSCHAFT DER REPUBLIK DER PHILIPPINEN
BERLIN



EMBASSY OF THE PHILIPPINES
Berlin, Germany

PROCUREMENT OF CLEANING AND MAINTENANCE SERVICES FOR CY 2025

The Philippine Embassy in Berlin, through the authorized appropriations under the General Appropriations Act,¹ intends to apply the sum of Euro Eighty Five Thousand Five Hundred and 00/100 (€85,500.00) only (approximately Php 5,471,786.25), being the Approved Budget for the Contract (ABC), to payments under the contract for the "Procurement of Cleaning and Maintenance Services for CY 2025." Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The Philippine Embassy now invites bids for the said project²,² described as follows:

Lot No.	Project Specification	ABC (Euro)	Non-refundable Bid Fee (Php)
One (1)	Procurement of Cleaning and Maintenance Services for CY 2025 for the Philippine Embassy in Berlin For a complete list of technical specifications required for this project, interested bidders are instructed to refer to the Bidding Document – Technical Specification.	€85,500.00 only (approximately Php 5,471,786.25)	Gratis

Bidders should have completed, within the past two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instructions to Bidders.

2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

3. Interested bidders may obtain further information from the Berlin PE-BAC Secretariat and inspect the Bidding Documents at the address given below, Monday to Friday (except on public holidays as listed on the embassy's website) during office hours from 9:00 a.m. to 4:00 p.m.

¹In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian (Section 5(a), R.A. 9184).

²A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

4. A complete set of Bidding Documents may be acquired by interested bidders from 22 October 2024 from the Berlin-BAC Secretariat free of charge. It may also be downloaded from the Philippine Embassy's website.
5. Berlin PE-BAC has scheduled the following activities for the said Project:

Pre-bid Conference	Deadline for Submission and Receipt of Bids	Bid Opening
5 November 2024, Tuesday, 3:00 pm	19 November 2024, Tuesday, 12:00 noon	19 November 2024, Tuesday, 3:00 pm
Venue: Conference Room, 6 th Floor, Luisenstrasse 16, 10117 Berlin		

6. Bids must be delivered to and received by a designated member(s) of the BAC Secretariat at Embassy Lobby, Luisenstrasse 16, 10117 Berlin, on or before 19 November 2024, 12:00 noon.
7. Bid Opening shall be on 19 November 2024, 3:00 p.m. at the Embassy's Conference Room, 6th Floor, Luisenstrasse 16, 10117 Berlin. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.
8. The Embassy reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Mylah Rubio
 Berlin PE-BAC Secretariat
 4th Floor
 Luisenstrasse 16, 10117 Berlin
 Tel. No. 030 86 95 013
 Email address: mylah.rubio@dfa.gov.ph


GERARDO P. ABIOG
 BAC Chairperson

18 October 2024, Berlin
 PB-GS-01-2025



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



**PROCUREMENT OF MAINTENANCE AND CLEANING SERVICES
FOR THE PHILIPPINE EMBASSY FOR CY 2025**

TECHNICAL SPECIFICATION

Bidders must state whether they are "Compliant" or "Not Compliant" in the column "Bidder's Statement of Compliance" in each of the individual technical parameter.

ABC: €85,500.00 (approximately Php 5,471.786.25)

	Specification	Compliant	Non-compliant
	Workday cleaning, Mondays to Fridays, from 12:30-5:30pm, except legal holidays in the DE		
1	1 cleaner x 5hrs/day x 5 work days = 25 hours per week		
	The services to be provided by the bidder shall cover the following DAILY TASKS		
2	Emptying and cleaning of trash bins in all floors		
3	Cleaning and disinfecting of toilets in all floors		
4	Cleaning/Disinfecting (2) elevators		
5	Vacuuming and/or mopping of floors		
6	Dusting of furniture and equipment		
7	Wiping of tables and interior glass windows		
8	Cleaning of kitchen and pantry fixtures – 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, 6 th floor		
9	Cleaning of Waiting areas in the EG and 1OG		
	The services to be provided by the bidder shall cover the following MONDAY & WEDNESDAY ADDITIONAL TASKS		
10	Vacuuming and mopping of floors		
11	Dusting of furniture and equipment		
12	Wiping of tables and interior glass windows		
13	Ground floor lobby and staircases including handles and grills		
14	Wardrobe in EG		
15	All other offices 1OG- 1DG		
16	All other Hallways in 2OG to 2DG		
17	Hallway in UG, EG, public area of 1F, and at the Ambassador's office		
18	Public areas including counter in 1F		
19	The Ambassador's Office in th 6 th floor including balcony		
20	All other conference rooms, 2OG, and hallways 3OG, 2DG		
	The services to be provided by the bidder shall cover the following TUESDAY & THURSDAY ADDITIONAL TASKS		
21	Clearing of leaves and weeds at ampitheater		

22	Wiping of tables and interior glass windows		
23	Wiping of glass door main entrance		
24	Clearing of cobwebs		
25	Vacuum/Mop stairs/landing areas		
26	6 th floor conference rooms and balcony, and Sentro Rizal at -1		
	The services to be provided by the bidder shall cover the following FRIDAY ADDITIONAL TASKS		
27	Vacuuuming and mopping of floors		
28	Dusting of furniture and equipment		
29	Wiping of tables and interior glass windows		
30	All archives and storage rooms (UG – 1DG)		
31	Balcony, 4 OG, and terrace 2DG		
32	Garbage room, ground floor, parking/car elevator, and bicycle		
33	Kitchen and pantry fixtures in the Sentro Rizal basement/-1, 6th floor conference rooms		
34	Twice a year (May 2025, December 2025) Deep cleaning and oiling of wooden floors		
35	All cleaning tools are to be provided by the contractor. Materials for sanitary and kitchen areas like toilet paper, paper towels, and soap are not included.		
36	Cleaning staff (preferably females who can speak English) should be reliable with appropriate training and are covered by social insurance.		
37	Cleaning staff must have a police clearance certificate.		
38	Cleaning staff to be assigned at the Embassy will be interviewed by the Administrative Officer for approval.		
39	There shall be no employer-employee relationship between the Embassy and the contractor's personnel.		
40	The contractor will inform the Embassy of the assigned personnel's leave of absence and his/her replacement/s by official communication (letter/email) a week prior to leave.		
41	The contract enters into effect from 01 January 2025 until 31 December 2025.		

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications and the Schedule of Requirements. The STATEMENT OF COMPLIANCE must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have the authority to sign for and on behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]