REQUEST FOR QUOTATION

Project: Repair of Water Leaks at the Embassy's Main Chancery and Chancery Annex
Approved Budget for the Project: $27,500.00
Project Location: 1600 and 1617 Massachusetts Ave. NW, Washington D.C.
Date: 12 March 2021

The Embassy of the Philippines in Washington D.C., through its Bids and Awards Committee (BAC), intends to procure the services of eligible contractors for the Repair of 7 water leaks from the ceiling and window of the Main Chancery and 6 water leaks from the roof, ceiling, and window of the Chancery Annex of the Embassy of the Philippines in accordance with GPPB Resolution No. 28-17 dated 31 July 2017 and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested contractors are requested to submit their best offer for the project, subject to the attached Technical Specifications. Price Quotes/Proposals must be submitted not later than 19 March 2021 (Friday).

Requests for project site visits and inquiries or clarifications about the project may be sent to admin@phembassy-us.org.
Technical Specifications

REPAIR OF WATER LEAKS AT THE EMBASSY’S MAIN CHANCERY AND CHANCERY ANNEX

I. BACKGROUND
As part of the Embassy’s task to keep its properties properly maintained, ensuring that building premises are well-kept and orderly, and building equipment operate efficiently, water leak repairs need to be undertaken at the roof, windows, and ceiling of its offices located 1600 and 1617 Massachusetts Ave. NW, Washington D.C. 20036, respectively.

II. OBJECTIVE
The Embassy intends to hire the services of a reputable contractor to repair 7 water leaks from the ceiling and window of the Main Chancery and 6 water leaks from the roof, windows, and ceiling of the Chancery Annex.

III. GENERAL CONDITIONS
1. The Contractor shall be responsible for site preparation and mobilization, including dismantling and disposal of unnecessary debris on site.
2. The Contractor shall provide labor, materials, tools, equipment needed for the satisfactory completion of the project. It should strictly follow standard procedures to complete the job.
3. The Project shall be completed within a period of four (4) weeks from the date of receipt of the Notice to Proceed (NTP).
4. The contractor shall be responsible for delivering the project to the full satisfaction of the Philippine Embassy. The final product will be covered by warranty for workmanship and materials for at least 1 year.
5. The contractor shall allow the Philippine Embassy’s duly authorized representatives to access the work area at any time for purposes of inspecting the project. It shall furnish said representative necessary information and assistance to ensure a complete and detailed inspection.
6. The contractor shall ensure that the Project shall be completed in accordance with the approved design/specifications and in conformity with the agreed schedule.
7. The Philippine Embassy reserves the right to reject any unacceptable (substandard) material installed or to be installed as well as faulty workmanship.

8. The Contractor warrants that it shall deploy only highly trained, qualified and competent workers in the implementation of the project and shall be responsible for damages, losses or injury arising from the project whether directly caused by the contractor’s negligence, or of its employees, agents or subcontractors.

9. The contractor shall be responsible for the cleaning, clearing/removal from the site of debris.

IV. TECHNICAL SPECIFICATIONS

Scope of Work

1. Searching for the main source and or cause of the water leak;
2. Providing permanent solution to stop the water leak from recurring;
3. Covering, painting/removing water stains and repairing the affected areas;
4. Repair of the roof of the Chancery Annex may involve scraping, sealing affected areas with roof cement, recoating the entire roof with double coats of aluminum roof material;
5. Repair of the water leak at the basement 1 garage electrical box may involve digging from the ground at the street level directly above the affected area to find the leaking pipe and returning the soil and grass to its original condition;
6. Payment: initial payment of 15% for mobilization cost, then final payment when the job is completed and turned over; and
7. In consideration of the sensitive nature of the areas covered by the work agreement, the General Contractor and all workers who will gain access to the Main Chancery of the Embassy shall hold in strict confidence and not disclose to any third party all information pertaining to the locations, whether oral, written, visual, or in any other medium, including, but not limited to the appearance of the work sites and physical security measures and operating procedures.