



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE
MILAN

REQUEST FOR QUOTATION

POSTED IN PUBLIC
BULLETIN BOARD
15 DIC. 2023

Procurement of Property Maintenance Services for the Premises of the Chancery of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024

Date: 15 December 2023

TO : All Eligible Bidders

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

- Name of Project : Procurement of Property Maintenance Services for the Premises of the Chancery of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024
- Brief Description : PCG Milan intends to procure property maintenance services for the premises of the chancery of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024.
- Procurement Mode : GPPB Resolution no. 28-2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas
- Approved Budget : 74,000.00 Euros, inclusive of all applicable taxes.
- Contract Duration : One (1) year.

In accordance with the attached Request for Quotation (Annex A), prospective bidders shall provide accurate information and **submit the Price Quotation Form not later than 12:00 p.m. on 22 December 2023.**

Open quotations shall be submitted personally at the Philippine Consulate General – Milan, Viale Stelvio 71 – Via Bernina, 18 20159, Milan, Italy or through electronic mail (milan.pcg@dfa.gov.ph).

The Philippine Consulate General – Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact the BAC Secretariat of the Philippine Consulate General – Milan, at telephone number +39 02 668 25232.

Very truly yours,



NORMAN PADALHIN
BAC Chairperson

Technical Specifications

Item	Specification	Statement of Compliance
1.	The Maintenance Provider must be capable of rendering janitorial for the property, proper garbage disposal, mirror electrical, plumbing and carpentry repairs for PCG Milan. Maintenance to be provided covers the entire office building, the internal premises and external area (perimeter) of the Property.	
2.	The Maintenance Provider shall maintain the Property in accordance with the attached Property Maintenance Agreement with PCG Milan. The Maintenance Provider shall do any and all things necessary to keep the Property clean, tidy, neat, and well maintained in compliance with sanitary protocols.	
3.	The Maintenance Provider shall thoroughly inspect the Property at reasonable intervals (at least once a week or every two days.) inspection shall include the public area, the roof deck, plumbing, HVAC systems, basement and parking area, windows, stairwells and garbage rooms. For the upkeep of the property, necessary repairs discovered during inspection shall be reported to the Property Officer of PCG Milan, who will act upon recommended repairs, alterations, repainting and maintenance to preserve the property's good condition.	
4.	All notices required or deemed necessary by the Maintenance Provider and PCG Milan shall be written form and shall be deemed effective upon personal delivery, mailing by registered or certified mail with return receipt requested or sending by national express delivery service with receipt.	
5.	<p>The monthly compensation shall include the expertise of the Maintenance Provider and its personnel.</p> <p>The regular ongoing duties of the personnel of the Maintenance Provider are set out in Schedule B. Said maintenance personnel are required to log in and logout daily as they report for work (log book to be provided by PCG Milan Admin). Work to be rendered by the two cleaning personnel, should total six (6) hours per day.</p> <p>The Maintenance Provider's shall repair and install such items that are within his expertise while other repairs that requires professional services shall be contracted to Third Party contractors.</p>	

6.	It shall be understood that there is no employer-employee relationship between the PCG Milan and the personnel of the Maintenance Provider.	
7.	The Maintenance Provider shall compensate the PCG Milan for any loss or damages caused to the Chancery because of negligence or connivance, etc. or any other reason attributable to any of the personnel engaged by the Maintenance Provider.	
8.	The Agreement between the Maintenance Provider and PCG Milan shall cover the maintenance and operation of the Property for the period from 01 January 2024 to 31 December 2024 that could be extended at the option of PCG Milan on a month-to-month basis, under the same terms and conditions as provided for under the original contract.	
9.	The Maintenance Provider and its' personnel shall take all reasonable precautions to keep matters confidential, not to disclose, divulge and/or disseminate to any Party any information on the PCG Milan's security arrangements (including but not limited to the assignment instruction, schedules and other subsequent agreements) and /or business of the Consulate.	
10.	The Consulate shall not be liable for any direct, indirect, incidental, special, consequential, exemplary, punitive or any other damages or losses of any kind or nature, whether in contract, tort (including negligence), products or strict liability or any other form of action such as personal injury or death resulting in the performance of the terms of the Agreement. The Maintenance Provider shall take the sole responsibility on its personnel and their equipment inhibiting the PCG Milan from any liabilities.	

SCHEDULE "A"

- Expenses to be pre-approved and paid by Owner

"Repairs to any equipment to the building including heating and cooling systems, gas systems, glass repairs, structural and roof repairs, garage repairs, electrical or plumbing alterations". Purchase of materials for repairs, snow removal contractors, septic tank siphoning contractors. Repainting of interior and exterior of the Chancery.

SCHEDULE "B"

- Maintenance Provider's / Janitor's List of Regular Monthly Duties

- Floor mopping, dusting, carpet cleaning and vacuum cleaning
- Trash and garbage disposal
- Toilet Cleaning
- Pantry and kitchen cleaning
- Hallway and service entrance cleaning
- Glass entrance and window cleaning
- Watering, cleaning and dusting plants
- Cabinet and countertop cleaning
- Cleaning of surrounding areas of the building including garage and basement
- Once a year general cleaning – floor waxing and polishing of the whole office building
- Monthly cleaning of all windows and glass façade inside and outside
- Free disposal of small equipment, wood and metal for AMSA
- Walk thru of all public areas every two days
- Walk thru of basement and office areas every two days
- Reviewing bathrooms and plumbing on a weekly basis
Ensuring garbage is removed at least once a week
- Testing of all safety equipment monthly
- Notifying the Owner of repairs that will be needed (major and minor)
- Making notes/list of repairs needed to keep the Property in good condition
- Garage gates maintenance and supervision

* Purchases of regular cleaning supplies such as detergents, cleaning materials, garbage bags, disinfectant, and toiletries such as hand towel, toilet papers, hand soap and toilet deodorant shall be shouldered by the Maintenance Provider.