



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Kedutaan Republik Filipina
BANDAR SERI BEGAWAN

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BANDAR SERI BEGAWAN
BRUNEI DARUSSALAM

TERMS OF REFERENCE

Building Maintenance Services

The Terms and Conditions for the Building Maintenance Services of the Embassy of the Republic of the Philippines in Brunei Darussalam shall be governed by the following Terms of Reference (TOR):

1. **Duration.** The contract for Building Maintenance services shall be for a duration of six (6) months commencing from 01 January 2023 and ending on 30 June 2023, which is renewable for another six (6) months until 31 December 2023 upon due notice.
2. **Coverage.** The Service Provider shall conduct its services at the Chancery of the Embassy of the Republic of the Philippines located at Simpang 336, Diplomatic Enclave, Jalan Kebangsaan, Bandar Seri Begawan BA 2312, Brunei Darussalam
3. **Scope of Work.** The Service Provider is expected to render professional building maintenance services that ensure the proper upkeep and functioning of the structural, electrical, air-conditioning, and plumbing systems, including necessary repairs, of the buildings within the Philippine Embassy.

The services to be rendered shall cover, but not limited to, the following:

- a) Regular maintenance and preventive work on the buildings and structures within the Embassy premises, including walkways and perimeter fence.
- b) Immediate and necessary repair works on building fixtures and furnishing, including carpentry, painting jobs and plumbing and furniture repairs.
- c) Regular maintenance and necessary repair of the Embassy's electrical and air-conditioning systems, including installation/replacement of lightings, fixing defective electrical wiring, leaks in air-conditioning units, among other related works.
- d) Provide technical support on the electrical and other mechanical requirements for events/activities organized by the Embassy.

The required supplies and materials necessary to undertake any repair works shall be referred to the Administrative Officer and/or Property Officer of the Embassy, together with the estimated costs and expenses, for

approval before they are procured by the Service Provider. The supplies and materials shall be purchased by the Service Provider, and included in the billing/invoice for the month when the repair work was completed.

4. **Other Requirements.** The Service Provider shall provide the following:

- Proper personal protective equipment, carpentry tools and electrical equipment necessary in the performance of the task of its personnel.
- Custom-fit prescribed uniforms, free of charge, for its personnel which should be worn together with proper ID at all times.
- In no case shall the company's personnel be allowed to stay within the Embassy's premises after their regular duty, unless deemed necessary by the Administrative Officer of the Embassy.
- The Service Provider shall submit Monthly Attendance to the Administrative Officer of the service personnel assigned at the Embassy

The Service Provider shall likewise ensure that its service personnel shall:

- Report to the Administrative Officer or the Property Officer all emergency and necessary repairs works to be undertaken, and other observations, which require immediate attention;
- Remain at their assigned stations during assigned work hours. No loitering shall be tolerated;
- Use the facilities of the Embassy properly in accordance with the facilities' intended use.
- Inform their supervisor in case of absence;
- Have a designated reliever when they file for leaves;
- Be subject to reshuffle every quarter of the year or as often as necessary;
- Be subject to search, every time they enter and leave the premises, by security guards as precaution or deterrence against property losses.

Sundays and Holidays / Overtime Pay. The Service Provider shall not require its service personnel to report on Sundays and holidays that fall during workdays, unless the Embassy makes a special written request for cleaning and other support services as needed. The Service Provider shall be solely responsible for overtime pay to its service personnel, in compliance with labor laws and standards, for such services including Sundays, if declared a holiday.

5. **Manpower.** The Service Provider shall provide one (1) full-time technician, preferably a Filipino, who shall be stationed at the Embassy with the following work schedule:

Monday to Thursday - 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm
Friday - 8:00 am to 12:00 noon and 2:00 pm to 6:00 pm
Saturday - 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm

The Service Provider shall follow the minimum salary set by Philippine Overseas Labor Office (POLO) of the Embassy for Filipino workers. The chosen workers should have no derogatory record from the Brunei government and from the company.

The Service Provider shall likewise ensure that the assigned employee is duly covered by insurance, as required under the labor laws of Brunei Darussalam.

6. **Training.** The Service Provider shall certify that its assigned employee is properly oriented/trained on proper service protocols. It shall likewise ensure that the employee shall have undergone basic orientation on gender sensitivity, office decorum, and anti-sexual harassment policies.
7. **Documentation.** The Service Provider shall submit, upon award and/or before the signing of the contract, the following:
 - Proof that it is a legally established company in Brunei with at least three (3) years of relevant experience.
 - A list of references from present and previous clients.
 - The résumés/biographical data, together with photos, of the employee whom it proposes to be deployed at the Embassy;
 - A certification that assigned employee under this contract is its regular employee.
8. **Selection of Workers.** The Embassy shall exercise the option of choosing from the roster of Filipino workers submitted by the Service Provider, and to replace the personnel assigned at any time upon prior notice.
9. **Confidentiality Clause.** The Service Provider shall ensure that each of its personnel assigned to the Embassy shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Embassy prior to the commencement of the service.
10. **Terms of Payment.** The Service Provider shall submit monthly billings on the first week of the following month. Payment shall be made by cheque within seven (7) working days upon the submission of the sales invoice and complete supporting documents, including the billing for supplies and materials for necessary repair works. All payments shall be inclusive of all applicable taxes and other lawful charges.

For further details, you may visit and or contact:

The Embassy of the Republic of the Philippines
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Brunei Darussalam
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