



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

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**Groundskeeping and Landscape Maintenance Services**

The Terms and Conditions for the Groundskeeping and Landscape 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 Groundskeeping and Landscape 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 groundskeeping and landscaping services that ensure clean, well-kept, safe and highly presentable premises of the Philippine Chancery.

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

- a) Proper maintenance of the entire Embassy grounds and courtyards, including green walls, green roof and plant boxes and other outdoor plants.
- b) Daily cleaning of the grounds and sweeping of dried leaves, weeding and grass-cutting, trimming and pruning as well as regular watering of plants.
- c) Proper maintenance of the garden area, including the supply of the following at no additional cost to the Embassy:
  - vases/pots for plants
  - fertilizers
  - top-up soil when necessary
  - provision of additional plants during events/functions of the Embassy
  - provision of a nursery for plants rehabilitation and re-planting, pruner, blower, water hose, telescopic ladder, wheelbarrow, and other related materials
  - decorative plants for indoor use

- d) Debris and trash removal.
- e) Pest control, including preventive maintenance programs to ensure that the grounds are safe from dangerous animals and insects.
- f) Proper landscaping maintenance and improvements to ensure that all visible features, including the flora and fauna within the Embassy grounds, remain healthy and clean at all times.

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

- Proper personal protective equipment relevant for their tasks, such as but not limited to, gloves and masks for those handling garbage and other refuse, grass-cutters, stairs, and other necessary gardening and landscaping tools
- Custom-fit prescribed uniforms, free of charge, for all its personnel which should be worn together with proper ID at all times. The Contractor shall require its personnel to wear only prescribed uniforms for all days of the week.
- 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 two (2) full-time groundskeeper/landscaper, preferably Filipino.

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.

6. **Training.** The Service Provider shall certify that its service personnel are properly oriented/trained on proper groundskeeping/landscaping protocols. It shall likewise ensure that its service personnel 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 its employees whom it proposes to be deployed at the Embassy;
  - A certification that its service personnel under this contract are its regular employees.
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. 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  
Simpang 336, Diplomatic Enclave, Jalan Kebangsaan  
Brunei Darussalam  
No.: 224-1465/6, Fax No.:223-7707  
Email: brunei.pe@dfa.gov.ph  
Contact Person: Ms. Estrella M. Perez  
Ms. Marevic P. Azuelo