

**Embassy of India
Manila

No. Mani/Admn/768/01/2022

03 September 2025

Notice Limited Tender Enquiry

Subject: Notice Inviting Tender/bids for outsourcing of cleaning agency for the Chancery.

The Embassy of India, Manila invites sealed tenders/bids from professional cleaning agency for supplying 03 full time janitors for cleaning of our Chancery premises at the following locations:

A) Main Chancery: 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila.

B) Additional Chancery Premises: Unit – 2702, 27th Floor, One World Place, 32nd Street, BGC, Taguig City, Metro Manila.

Last date of submission of bids: 24 September 2025 (1730 hrs)

Tender Documents

A. Technical Bid Documents :

Annexure I	:	Instructions to bidders
Annexure II	:	Scope of work
Annexure III	:	Terms and Conditions of the contract
Annexure IV	:	Technical Bid (Part-I)- Quality Parameter for janitors to be provided
Annexure V	:	Technical Bid (Part-II)- Quality Parameter for Service Provider Companies
Annexure VI	:	Bid Security Declaration

B. Financial Bid Documents :

Annexure VI	:	Financial Bid Proforma
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Sd/-
(Shiv Lal Meena)
Head of Chancery
Embassy of India, Manila
2190, Paraiso Street, Dasmarinas Village,
Makati City, Metro Manila
Email: hoc.manila@mea.gov.in
Tel: +63 917 137 7724

Instructions to Bidders (Annexure-I)

Subject: Notice Inviting Tender for outsourcing of cleaning agency for the Chancery.

Tenders are invited under two bid system viz. Technical Bid and Financial bid from the reputed professional cleaning agencies on the subject.

2. The tender should be submitted in two sealed envelopes as below:

- a) The first sealed cover superscripted as **“Technical Bid”** should contain details of technical capabilities of the firm (with documentary evidence i.e. firm registration paper, experience with other offices/organizations (as per **Annexure- IV& V**) and Bid Security Declaration (**Annexure-VI**)
- b) The second envelope superscripted **“Financial Bid”** should contain rates only as per **Annexure-VII**.
- c) Both sealed covers should be placed in the main sealed envelope superscripted **“Tender for outsourcing of cleaning agency”** addressed to the **Head of Chancery, Embassy of India, Manila at 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila** and must reach **on or before 24 September 2025 by 1730 hrs**. Bids may be hand delivered or sent by courier/post at the aforementioned address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal delay. Any bids received after the specified date and time will not be considered.

3. The Embassy reserves the right to amend any of the terms and conditions contained in the tender document or reject or all bids without giving any notice of assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon all the bidders.

4. Bidders are requested to go through the terms & condition of the contract (**Annexure-III**).

5. The important schedule and dates are given below:

S. No.	Key event	Dates
1.	Tender publish date	03 September 2025
2.	Clarifications, if any, Start Date	04 September 2025
3.	Clarifications End Date	15 September 2025
4.	Bid submissions Start Date	04 September 2025 (0900 hrs)
5.	Bid submissions End Date	24 September 2025 (1730 hrs)

6.	Opening of technical bids	25 September 2025
7.	Opening of financial bids	25 September 2025

6. For any tender related enquiry/clarification/site visit, please contact the undersigned by email hoc.manila@mea.gov.in or by phone at (+63 917 137 7724).

7. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Embassy.

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Annexure - II

Scope of work

1. To provide full time janitors at the Chancery offices for proper cleaning of premises, as detailed below :

S. No.	Duty Point	Duration	Working days *	No. of Janitors
1.	Main Chancery (2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila)	8 Hrs	Monday to Friday	02
2.	Additional Chancery Office (Unit – 2702, 27 th Floor, One World Place, 32 nd Street, BGC, Taguig City, Metro Manila)	8 Hrs	Monday to Friday	01

* Excluding weekends and Embassy's holidays.

2. Daily Routine:

- (a) Sweeping and cleaning of the areas outside the Embassy.
- (b) Floor mopping, scrubbing and dusting of all the areas inside the office including kitchen.
- (c) Dusting of all furniture.
- (d) Cleaning, sanitation and disinfecting of toilets and washrooms.
- (e) Empty all the waste bins and garbage baskets inside and outside the Embassy premises.
- (f) Coordinating with Dasmarinas Village Authority (DVA), Forbes Park Authority (FPA) and Building Administration in One World Place, BGC for removal of trash, garbage and other cleaning related activities.
- (g) Any other work assigned by the Embassy.

3. Weekly Routine:

- (a) Cleaning of all trash bins.
- (b) Cleaning of all reachable walls, doors and partitions.
- (c) Cleaning of glass surfaces and all windows and blinds.
- (d) Checking of any repair work of the facilities in all areas specially the CRs and kitchen.
- (e) Any other work assigned by the Embassy.

4. On requirement basis, services to be provided on weekends and public holidays. Embassy will issue prior instruction for the same.

Annexure-III

Terms and Conditions

1. The Embassy of India, Manila (hereinafter referred to as Embassy) shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
2. The bidder shall submit a Bid Security Declaration (**Annexure-VII**). Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.
3. Price quoted by the bidder in their financial bid and agreed to by the Embassy shall be considered final and no price escalation will be permitted thereafter. Bidders must quote the price in the format given at **Annexure-VII** of this document. All prices are to be quoted only in Pesos, exclusive of VAT.
4. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy's interpretation of the clauses shall be final and binding on all parties.
5. The successful bidder, on award of contract, must send the contract/ acceptance in writing within 07 days of award of contract, otherwise the contract will be awarded to the next successful bidder i.e. L-2.
6. Any deviation or deficiency concerning the quality of service provided by the agency or violation of the provisions in the contract shall be taken as violation by the contract and under such circumstances either party can end the agreement after giving two months' notice.
7. No request for revision/increase of approved rates during the currency of the contract will be entertained except for due to increase in the minimum wages and mandatory government contributions such as Retirement Benefit, SSS Premium, SSS Mandatory Provident Fund, Philhealth Contributions, State Insurance Fund, Pag-IBIG etc, as indicated in the order/circulars issued by the concerned Department/Agency in the Government of Philippines.
8. Janitors should not be more than 40 years of age. The janitors should be physically and mentally fit and should not be suffering from any apparent disability (the company should submit medical fitness certificate in respect of janitors from an authorized medical practitioner once they are successful in their bid). Mobile phone and other personal belongings will be allowed in office premises.
9. The company is responsible for getting the past record, character and antecedents vetted by local security department and should provide these details along with proof of their own vetting to the Embassy.

10. Janitors should be properly uniformed and should be neat and tidy in appearance.
12. The bid shall remain valid for a period of 180 days.
13. The contract will be valid for a period 02 year from the date of acceptance by the Embassy subject to renewal for 01 more year on same terms and conditions depending on the performance as per the satisfaction of the Embassy. The company will have to be mandatorily sign service level agreement with the Embassy.
14. The company shall arrange for suitable reserve personnel in lieu of weekly off or leave period of the regular janitor. No separate payment shall be made for such arrangements.
15. Compliance with labour regulations/laws of the Philippine Government will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned authorities. The Embassy will have no responsibility, whatsoever, in this regard.
16. The company should also agree to allow review of pay slips/banks statements of janitors to cross-check the claim and the fact that all mandatory government contributions such as Retirement Benefit, SSS Premium, SSS Mandatory Provident Fund, Philhealth Contributions, State Insurance Fund, Pag-IBIG etc, as indicated in the order/circulars issued by the concerned Department/Agency in the Government of Philippines are paid to them. Non compliance will lead to the cancellation of the award of contract. Company will have to submit proof of payments of these contributions to the Embassy at the end of every quarter.
17. The company shall at all time follow the lawful instructions as given by the Embassy or its authorized representatives with regard to functioning of the janitors.
18. The company is prohibited from subletting/outsourcing the job to any other agency.
19. The company is liable for penalty, as deemed fit by the Embassy in case it fails to provide desired service or breaches the contract.
20. Medical facility/health insurance/social security for the janitors will be sole responsibility of the company. The Embassy will have no responsibility, whatsoever, in this regard.
21. The service providers are hereby clearly informed that fulfilment of conditions, as mentioned in Annexure IV and Annexure V, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid stage itself.

Annexure-IV

(To be submitted as part of Technical Bid)

QUALITY PARAMETERS FOR JANITORS TO BE PROVIDED AT CHANCERY

The bidder is required to write 'Yes' or 'No' in the column REMARKS. In case of partial fulfilment, the bidder requires to mention which conditions cannot be fulfilled.

S. No.	Item/ Description	REMARKS (*)
1.	Janitors should not be more than age of 40 years.	
2.	Janitors should be physically and mentally fit. Service provider should submit Medical Fitness Certificate in respect of every Janitor from an Authorized Hospital/Medical practitioner.	
3.	Janitors should have been vetted by local Government's security department(s) in terms of past record, character and antecedents. The Provider should provide background details of the Janitors and also proof of their vetting.	
4.	Janitors should be proficient in local language and possess minimum English Language Skills to communicate with the Mission's officials.	
5.	Janitors should perform duties in smart uniform and their overall appearance should be neat and clean.	
6.	Bidder has a system of undertaking supervisory checks of functioning of janitors to ensure that the supplied janitors are discharging their duties with efficiency. Copy of the intended system of supervision/surprise checks to be submitted along with the technical bid indicating the number of scheduled and surprise visits to be carried out in a given period.	

*The above mentioned parameters are Embassy's critical minimum requirement and inability to meet any or all of these would make the service provider liable for rejection at the technical bid stage only.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

**Name and address of the
Agency/Company**_____

Seal of the firm

Annexure-V

(To be submitted as part of Technical Bid)

QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES

S. No	Item/ Description	Response*
1.	Provide the list of other clients to whom the company is serving in Philippines as well as in other countries, if any.	
2.	Submit a brief of past experience, service history and achievements of the company.	
3.	Submit evidence of registration of the company under relevant statutory regulations such as labour laws, SEC registration etc.	
4.	Provide the information on take home pay and other allowances of the janitors (in Pesos, Monthly figures).	
5.	Financial Bid submitted is compliant with the latest order of relevant Government Agencies regarding contribution to all Government schemes in favour of janitors.	

* Responses shall be filled in the given column and relevant documents shall be enclosed with the technical bid. In case of partial fulfilment, the bidder is required to mention which conditions cannot be fulfilled. It may be noted that non submission of required documents as indicated above would make the service provider liable for rejection at the technical bid stage only.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

**Name and address of the
Agency/Company**_____

Seal of the firm

Annexure-VI

**No. Mani/Admn/768/01/2022
Embassy of India
Manila**

Notice Inviting Tender for outsourcing of cleaning agency for the Chancery.

Bid Securing Declaration

I/We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:
Name:

Place:
Signature:

Annexure- VII

FINANCIAL BID

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

Duty Point	Duration	Working days	No. of Janitors	Unit Price (monthly) (in Pesos)	Total Amount incl. VAT (in Pesos)
Main Chancery (2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila)	8 Hrs	Monday to Friday	02		
Additional Chancery Office (Unit – 2702, 27 th Floor, One World Place, 32 nd Street, BGC, Taguig City, Metro Manila)	8 Hrs	Monday to Friday	01		

* Requirement for working days only.

Total monthly amount for 03 janitors: Php. _____ (excl. VAT)

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The quoted unit price (monthly) includes all mandatory contribution such as Retirement Benefit, Philhealth, SSS Premium, SSS Mandatory Provident Fund, State Insurance, Pag-IBIG etc. as per the extant provision of the Government of the Philippines.

(Signature of the authorized signatory)

Dated _____

**Name and address of the
Agency/Company** _____

Seal of the firm