

Embassy of India

Manila

No. Mani/Admn/885/05/2023

06 July 2026

Notice Inviting Tender

Subject: Notice Inviting Tender for Pest Control Services at Embassy of India, Manila.

Sealed tenders are invited from reputed & experienced companies/firms/ service providers having providing pest control services to other Embassies/ Consulates/star hotels/reputed organizations for at least one year, for providing these services at Embassy of India, Manila at the following locations:

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

B) Embassy Residence: 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

Last date of submission of bids: 27 July 2026

Tender Documents

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 Proforma

Financial Bid Documents :

ANNEXURE V : Financial Bid Proforma

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: +632 88441429

No. Mani/Admn/885/05/2023
Embassy of India
Manila

Instructions to Bidders (ANNEXURE-I)

Subject: Notice Inviting Tender for Pest Control Services at Embassy of India, Manila.

Sealed tenders are invited from reputed & experienced companies/firms/ service providers having provided pest control services to other Embassies/ Consulates/star hotels/reputed organizations for at least one year, for providing these services at Embassy of India, Manila at the following locations:

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

B) Embassy Residence: 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

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

- i. The first sealed cover superscripted as “Technical Bid” should contain details of technical capabilities of the company/ firm with documentary evidence i.e. company/ firm registration paper, experience with other offices/organizations as per **ANNEXURE-IV**.
- ii. The second envelope superscripted “Financial Bid” should contain rates per month as per **ANNEXURE-V**.
- iii. Both sealed covers should be placed in the main sealed envelope superscripted “**Tender for Pest Control Services at Embassy of India, Manila**” 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 27 July 2026 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.

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 & conditions of the contract (**ANNEXURE-III**).

5. The important schedule and dates are given below:

S. No.	Events	Date
1.	Tender Publish Date	06 July 2026
2.	Bid Clarification Start Date	06 July 2026
3.	Bid Clarification End Date	15 July 2026
4.	Bid Submission Start Date	06 July 2026
5.	Bid Submission End Date	27 July 2026 (till 1730 hrs)
6.	Opening of Technical Bids	30 July 2026
7.	Opening of Financial Bids	30 July 2026 (only to technically qualified bidders)

6. Physical visit to the sites is advisable to have a general idea about the extent of works required. Representatives from the interested companies/ firms may visit the site by prior appointment (contact person: Ms. Richille, Local Assistant, Tel: 88430101/02) before submitting sealed bids.

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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(Shiv Lal Meena)
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SCOPE OF WORK

The service providers shall provide professional pest control services at following two locations:

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

B) Embassy Residence: 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

Scope of work is as follows:

- Inspecting buildings and the surrounding perimeter for signs of insects, rodents and other pests and provide treatment accordingly.
- Control pests of all type, such as, but not limited to: commensal rodents, rats, mice, cockroaches, bedbugs, flies, mosquitoes, ants, bees etc specified through acceptable methods of pest control and pest management.
- Minimize the risks of re-infestation and, in particular, prevent any pest species from becoming established.
- Creating barriers to prevent insects and rodents from re-entering the building.
- Spraying for crawling insects, fogging/misting/fumigation for flying insects viz. mosquitoes (Dengue) etc.
- Using proper baits or traps inside and outside the buildings for rodents.
- Services to be provided every 15 days, twice a month. In case issue persists, the service provider would be required to provide services, more than two times a month till the time issue gets resolved, to the satisfaction of the Embassy.
- Service provider shall provide all supplies, materials, chemicals, equipment etc and shall bear the cost of labor, transportation and other related expenses.

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. 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-V** of this document. All prices are to be quoted only in Pesos, inclusive of VAT.
3. The successful bidder, on award of contract, must send the contract/ acceptance in writing within 07 days of award of contract, otherwise the contract shall be awarded to the next successful bidder i.e. L-2.
4. The contract, if awarded, shall be valid for a period of two year (02 year) from the date of award of contract and extendable for a further period of one year, on the same terms and conditions and same rates, subject to satisfactory services provided by the service provider.
5. The Embassy of India reserves the right for premature termination of the contract at any time, if the services rendered are not found satisfactory during the period of contract, by giving one month notice period.
6. The Embassy of India reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the service provider. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.
7. Any deviation or deficiency concerning the quality of service provided by the service provider or violation of the provisions in the contract shall be taken as violation of the contract and under such circumstances either party can end the agreement after giving two months' notice.
8. The service provider is liable for penalty, as deemed fit by the Embassy in case it fails to provide desired service or breaches the contract.
9. The service provider shall furnish all labor, supervision, transportation, tools, materials and supplies necessary to perform pest control services in accordance with the guidelines established by the concerned authorities. Service Provider has to fulfill the mandatory Government contribution, as mandated by the Philippines Government, to the laborers hired. The Embassy shall have no responsibility, whatsoever, in this regard.

10. The service provider is prohibited from subletting/outsourcing the job to any other agency.
11. The service provider must have experience of handling similar kind of work in reputed organizations.
12. The service provider should have sufficient employees on its rolls specifically trained for pest control services.
13. The service provider has to render services as per the Scope of Work **(ANNEXURE-II)** of this Tender Document. In case of any deviation in the interpretation of the Scope of Work, decision of the Embassy will be final.
14. The service provider shall at all time follow the lawful instructions as given by the Embassy or its authorized representatives with regard to the assigned work.
15. 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.

TECHNICAL BID PROFORMA**(To be submitted by the bidder)**

1.	Name of the company/firm/service provider	
2.	Address of the registered office	
3.	Correspondence address	
4.	Contact details	
5.	Telephone/Fax	
6.	Email	
7.	Brief introduction of the company/firm (a profile of the company/ firm to be enclosed)	
8.	Previous experience in the field (minimum of one year)	
9.	Registration Certificate, License for the services, etc. (copies of documents to be enclosed)	
10.	Testimonials (Clients' letters, certificates etc.)	
<p>Company/firm undertakes that it shall provide services as per the Scope of Work (ANNEXURE-II) of this Tender Document. In case of any deviation in the interpretation of the Scope of Work, decision of the Embassy shall be final.</p>		
<p>(Signature of the authorized signatory)</p> <p>Full Name: Designation: Dated:</p> <p>Name and address of the company/firm:</p> <p>(Seal of the company/firm)</p>		

FINANCIAL BID PROFORMA

(To be submitted by the bidder)

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

S. No.	Item description	Rates per month (inclusive of applicable taxes)
1.	Total Cost for Pest Control Services as per the Scope of Work at ANNEXURE-II of this Tender Document	
Total		

(Signature of the authorized signatory)

Full Name:

Designation:

Dated:

**Name and address of
the company/firm:**

(Seal of the company/firm)