REQUEST FOR PROPOSALS FOR THE MAINTENANCE SERVICE OF CHANCERY BUILDING

The Embassy of the republic of Korea in Israel (hereinafter referred to as the 'Embassy') invites qualified bidders (hereinafter referred to as the 'Proposers' depending on the context) to propose to provide Maintenance Service for the chancery building of the Korean Embassy, located in 6 Hasadnaot St, Herzliya, Israel, as has been defined in 'Scope of work' in this document.

1. Subject

Procurement of Maintenance Service for the Embassy of the Republic of Korea in Israel

2. Scope of Work

2.1. General

2.1.1 The service provider will be expected to adhere to the following:

- The Embassy reserves the right to approve all Office Repair & Maintenance Services.
- The successful contractor must ensure that all relevant documentation (Receipts and Invoices) are presented to the Embassy in good condition and time without alteration to facilitate timely payment.
- The successful contractor's maintenance employee must work in the Embassy 20 hours a week from Monday to Thursday and time schedule can be fixed according to the contract. (8:00~13:00 or 11:00~16:00)
- The Embassy reserves the right to request the maintenance employee with the qualification of an authorized electrician.
- The Embassy reserves the right to request the successful contractor and their staff to undergo a security and supplier vetting process.
- The Embassy will not be held responsible in any way for the damages, losses, theft of equipment

or any valuables of the contractor or injury of his/her employees while in the execution of their duties.

- The successful contractor must ensure that enough back-up repair and maintenance material is kept on site in case of sudden shortage thereof.
- Building maintenance and inspections will be rendered weekly and actual repairs carried out when the need arises and at any other time requested by the Embassy.
- The contractor's maintenance employee must dress in a distinctive acceptable uniform and must not carry out repairs of the offices in the absence of the office attendant.
- The contractor's supervisor must do a monthly inspection on the quality and standard of the maintenance services rendered and provide a monthly report to the administration department.
- The contractor's supervisor must report to the Administration Department of the Embassy of any defects in and to area concerned e.g. broken mirrors, blocked toilets/urinals, broken windows etc, before any repairs take effect.
- The successful contractor shall not be entitled to store or leave tools, equipment or items on the floors, for example in the reception, corridors.
- The successful contractor and maintenance employee may use the facilities on the property e.g. toilets, electrical plugs, lighting and water for the purpose of this contract subject to the rules and policy of the Administration Policy as applicable.
- The contractor's maintenance employee shall do inspection and perform routine and preventive maintenance.
- The contractor's s maintenance employee must provide a weekly report to the administration department.
- Contractor shall supply necessary parts and components in order to maintain the equipment/system in good working condition
- Maintenace Services shall be provided with 24 hours emergency call out service
- The contract will take effect on the signing of the Service Level Agreement by both parties.

2.2 Specific tasks /Activities

2.2.1 Electrical Services

- Twice a week routine checkup of all the electrical System & appliances: Defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, re-wiring, managing tangled wires, load balancing and any other job.
- A thorough checking up to all the electrical systems which includes cleaning of all panel junctions, tightening of all connections, checking/cleaning/greasing of all contracts, checking of Main Circuit Breakers (MCB's).
- Maintenance of the office high voltage transformer, main electric meters, main power supply in liaison with Israel Electric Authority.
- Installation of various electrical equipment etc. where necessary.
- While installing high power consumption electrical device i. e. Heater, AC, Electric boiler, the contractor should access electric current load between each electric phase to ensure electric load is equally shared in each phase to avoid accident.
- Be able to repair or arrange to repair all kinds of electronic and electrical items.
- Checking, repair/replacement of all swithes of light fittings, sockets and cleaning of all electrical equipments and accessories
- Inform in advance of any planned electrical shut down.
- Routine checkup for all the electrical work in weekly basis.

2.2.2 General maintenance

- Weekly routine checkup for all the general maintenance & repair work. The work includes also maintenance of flooring, walls, Ceiling, windows, carpeting, blinds, Generator and so on.
- Maintenance of Building entrance automatic door
- Maintenance of Car entrance automatic gate

- Replacement of damaged door, stopper and so on.
- Maintenance of water proofing system and space frame
- Managing of the maintenance of an elevator in the building with Ledico. Ltd
- Maintenance of the Generator 250 KVA (Diezel)
- Routine checkup for all the general maintenance work in weekly basis

2.2.3 Plumbing

Maintenance or repair of flush, shower, repair of leakages from pipelines both internal and external, surface drains, manhole cleaning, removal of blockage in the pipelines using pressure pump if necessary etc.

- Pipe Lines (Cold and Hot water supply pipe line)
- Toilet leak repair
- Wash basin/Sink leakage repair
- Tap repair & replacement
- Soil, Waste and Rainwater drainage pipe lines
- Sewer pipe Fixtures
- Flush, shower repair of leakages from pipe.
- Surface and rooftop drains
- Removal of blockage in the pipe line using pressure pump
- Routine checkup for all the plumbing work in daily basis.

2.2.4 Fire Fighting & Fire Alarm

Contractor will do inspection and fixation when required:

- Maintenance of fire fighting pumps and control panel
- Maintenance of sprinkler system (including pump room)

- Maintenance of fire extinguishers
- Maintenance of MATAEL Smoke and fire detection system
- Routine checkup for all the carpentry work on a weekly basis.

2.2.5 Carpentry

Contractor will do the Carpentry work on as & when required basis which will include:

- Repair of desk, chair, cupboards
- Aluminum/ wooden windows & door disorder
- Door Frame and Door Lock
- Sealing Doors and Windows
- Fixing frames for doors, windows
- Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window.
- General Carpentry work including change/repair of locks, Shelves, Office furniture, dismantling & arranging the same.
- Routine checkup for all the carpentry work on a weekly basis.

2.2.6 Air conditioning equipments

- Cleaning air filters
- Check and clean the condensate drains, pane and piping
- Check and adjust the belt tension, as required
- Check and repair the units for any abnormal operation
- Check the refrigerant pressure; Filling of Gases in chiller
- Check the VRF system and repair all defects as required with BRIMAG, LG
- Check and maintain the Pannels of Air conditioner in the office and Outdoor unit of Air conditioner

- Routine checkup for all the VRF, Air condition system issues on a weekly basis.

2.3 Methodology

2.3.1 The preferred service provided shall conduct weekly inspections to ensure that the office is in good condition.

2.3.2 The administration department shall contact the preferred service provider whenever there is a need and the service provider shall commit to provide the service on the following priority basis:

- Urgent -100% of all reported faults, which have health and safety implication to be dealt within 2 hours of notification.
- Essential -100% of other minor faults to be dealt with in 2 working days.
- Desirable - To respond to all requests for advice and assistance on non-urgent cases within three working days.

3. Contract Period

3.1 The Embassy intends to implement the procured solutions starting in May 1st, 2021.

3.2 The contract shall last for 1 (one) Year upon successful completion of three months' trial period and subject to the right of each party (contractor and the Embassy) to terminate the contractual relationship at any time, as detailed below (hereinafter: the "Agreement Period")

3.3 Without derogating from the aforementioned, it is agreed, each one of the party shall be permitted to terminate the agreement period, at its exclusive discretion by giving a written notice in writing to the other party as follows: The Embassy– advance notice in writing of 120 days to the Contractor, Contractor - advance notice in writing of 120 days to the Embassy.

4. Pricing

The Embassy's total budget for the contract is USD 80,000(264,000 NIS) per year including all charges and VAT.

All pricing should be identified on the Proposal. No additional costs may be accepted, other than the costs stated on the proposal. Proposers must quote firm, fixed prices for all services stated in the RFP. Prices proposed shall be valid for at least ninety (90) days from the time of RFP opening unless otherwise extended and agreed upon by the Embassy and Proposers.

5. Submission Deadline and Site Survey

Proposals should be submitted by 16:30 PM on 19 March 2021 via E-mail to hhkim95@mofa.go.kr. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received by the due date and time. The Embassy is not responsible for delays caused by any mail, internet service, or any other occurrence or condition.

Site survey and briefing session will take place in our Embassy on 15 March 2021 at 2 P.M. Please make the appointment for Site survey at least one day before through the phone call to embassy staff, Ami Karadi at 09 959 6818 (or 09 959 6800 (ext. 310)).

6. Evaluation of Proposals

This procurement is being conducted in accordance with all applicable provisions of the Republic of Korea's Ordinance of the Ministry of Economy and Finance, "Enforcement Decree of the Act on Contracts to Which the State is a Party."

It is the intent of the Embassy to award a Contract to the first-highest bidder, in accordance with the evaluation criteria set forth below:

Experience, qualifications and past performance	20%
Implementation plan for the scope work	30%
Management and qualifications of maintenance employee	20%
Total estimated cost	30%
TOTAL PERCENT AVAILABLE	**100%**

7. Qualification Requirements of the Proposer

- The Proposers should have submitted all required documents and proposal to the Embassy no later than the deadline.
- The Proposers must be based in Israel.
- The Proposers must have valid license or certificate to provide maintenance service by the appropriate authorities
- The Proposers should be able to verify that they have provided billed maintenance service for a minimum of five (5) years for a government/private organization that employed more than twenty (20) people and based in Israel

8. Required Documents

A) The Proposer's Application Form

B) Proposal

C) Cost Estimate

D) Confidentiality Agreement

E) Pledge to Implement Integrity Pact

F) Agreement to Sign Contract Upon Award

G) Police Clearance Certificate Verification

H) Business License and Maintenance License of the Proposer

I) Certificate of Insurance

J) Proof of Maintenance Services Provided to a Client

9. Notice

Submission of a proposal shall be considered as accepting all the terms set forth in this Request for Proposal. All the proposals that have been submitted shall become the sole property of the Embassy.

In order to be considered responsive to the solicitation, the firm's proposal should fully conform in all material respects to the solicitation and all of its requirements, including all form and substance. Proposals deemed to be non-responsive shall be removed from further consideration. Firms submitting an incomplete response may be contacted shortly after proposal in an effort to make the

proposal complete. Early submission of proposals is encouraged.

10. Point of Contact

For information concerning procedures and site survey for responding to this RFP, please contact to embassy staff, Ami Karadi at 09 959 6818 (or 09 959 6800 (ext. 310)) or email at hhkim95@mofa.go.kr.

The Embassy's normal business hours are 8:00 AM to 4:30 PM, Monday through Friday, excluding Israel Public Holidays and Designated Korean National Holidays.

CHECKLIST OF REQUIRED DOCUMENTS

FAILURES TO COMPLETE, SIGN AND SUBMIT THE FOLLOWING PROPOSAL DOCUMENTS IN THE ORDER LISTED BELOW WILL RESULT IN THE INELIGIBILITY OF THE PROPOSAL AND BEING VOID.

	DESCRIPTION	CHECK
A	PROPOSER APPLICATION FORM	
B	PROPOSAL	
C	COST ESTIMATE	
D	CONFIDENTIALITY AGREEMENT	
E	PLEDGE TO IMPLEMENT INTEGRITY PACT	
F	AGREEMENT TO SIGN CONTRACT UPON AWARD	
G	POLICE CLEARANCE CERTIFICATE VERIFICATION	
H	BUSINESS LICENSE AND MAINTENANCE LICENSE OF THE PROPOSER	
I	CERTIFICATE OF INSURANCE	
J	PROOF OF MAINTENANCE SERVICES PROVIDED TO A CLIENT	

_____ _____

Print Company Name Date

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Authorized Representative Signature

A) PROPOSER APPLICATION FORM

BUSINESS INFORMATION	**NAME OF BUSINESS**		**BUSINESS REGISTRATION NUMBER**	
	ADDRESS		**PHONE NUMBER**	
	CEO		**E-MAIL ADDRESS**	
BIDDING INFORMATION	**BIDDING INVITATION NUMBER**	2021-01Emkr		
	PROJECT DESCRIPTION	Maintenance Service At The Chancery of The Embassy of The Republic of Korea		
AUTHORIZED REPRESENTATIVE INFORMATION	Name: Position/Title: Direct number: E-mail:			

We, as a qualified business, would like to participate in the open bid at the Embassy of the Republic of Korea. We agree with all the conditions and procedures announced in the Open Bid Invitation, and thus submit all the required documents to enter the bid.

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Print Company Name Date

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Authorized Representative Signature

TO THE EMBASSY OF THE REPUBLIC OF KOREA

B) PROPOSAL

Proposal should contain the following information.

1. Technical Details
   - Description of firm, brief history, technical certifications of employee, areas of specialization, etc.
   - Organizational chart and number of staffs
   - Authorization or license to handle maintenance services

2. Experience and Expertise
   - Sound experience in maintenance services management and administration.
   - Qualifications and experiences of the Maintenance Employee and Supervisor.
   - Progressive operational experience with leading commercial firms or governmental organizations

3. Bidding Document
   - Proposed services are clearly defined

4. Price
   - Price of services should be made clear enough for proper comparison and evaluation. The Cost proposal shall be valid for a minimum of 90 days following its submission.
   - Financial statement(audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the Embassy to reasonably formulate a determination about the financial status of the Proposer) from the previous 3 years
   - Disclosure of any litigation or bankruptcy in the past 5 years

5. Equipment
   - Breakdown of equipment, uniform, modern equipments and mechanic or electric tools for maintenance
   - Hardware(e.g. ladder or Lifter) for managing events, incidents, etc.

6. Additional Information Deemed Necessary

C) COST ESTIMATE

Item #	Description	Unit Cost per Hour	Number of Hours	Total Cost
1				
2				
3				
4				
5				

Total Estimated Project Cost **NIS _____**

*Pricing shall remain firm for 90 days.

_____ _____

Print Company Name Date

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Authorized Representative Signature

D) CONFIDENTIALITY AGREEMENT

The Proposer solemnly swears that it will strictly comply with the following in performing its obligations under the Agreement with the Embassy of the Republic of Korea:

1. The Proposer swears that it will not reveal to any third party any information that it acquires in the course of performing the services during the term of the Agreement as well as after expiration of the Agreement.

2. The Proposer swears that it will comply with the Security Regulations (Presidential Decree), Enforcement Rule of the Security Regulations (Presidential Directive), and the Detailed Enforcement Rule of the Security Regulations of the Ministry of Foreign Affairs (Ministry of Foreign Affairs' Directive) in good faith and accept any punishment as provided by applicable law in the event of any violation thereof on its part.

   A. Security Regulations of the Ministry of Foreign Affairs
   B. Enforcement Rule of the Security Regulations of the Ministry of Foreign Affairs
   C. Detailed Enforcement Rule of the Security Regulations of the Ministry of Foreign Affairs
   D. Article 127 of the Criminal Act (Divulgence of Official Secrets)

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Print Company Name Date

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Authorized Representative Signature

E) PLEDGE TO IMPLEMENT INTEGRITY PACT

The Proposer duly acknowledges that 'corruption-free, transparent business management and fair administration' are essential in promoting social development and national competitiveness. In recognition of the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions and increasingly stringent sanctions imposed internationally against corrupt companies and states, the Proposer hereby swears as follows according to article 5(2) of the Act on Contracts to Which the State is a Party, in participating in a tender for all kinds of contracts with the Embassy of the Republic of Korea in the State of Israel:

1. The Proposer shall not pursue any unfair actions which would impede or hinder the free and fair competition.
2. The Proposer shall not collude with the third party, company or service provider.
3. The Proposer shall not directly or indirectly provide financial or any other forms of incentives to the contracting officer and other Embassy staffs.
4. If provision of incentives is revealed in connection with tender, contract or performance, the Proposer is regarded as it agreed to the cancellation of award decision prior to conclusion of the contract; cancellation of the contract after conclusion of, but prior to the fulfillment of the contract; and entire/partial revocation(with indemnification) of the contract after performance thereof.

The Proposer shall understand that this pledge which is based on mutual trust will prevail over any other elements and contents of the Contract. It shall not seek for any types of compensation or indemnification for any series of measures taken by the Embassy in response to its violation, such as imposition of limitations on its participation in tenders and termination of the contract. It shall not file any complaints or take legal actions including civil and criminal lawsuit.

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Print Company Name Date

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Authorized Representative Signature

TO THE EMBASSY OF THE REPUBLIC OF KOREA

F) AGREEMENT TO SIGN CONTRACT UPON AWARD

The Republic of Korea's Ordinance of the Ministry of Economy and Finance, "Enforcement Decree of the Act on Contracts to Which the State is Party," the awardee must enter into a formal contract with the Embassy within ten (10) days from notification of award.

Any delays caused by "Force Majeure Event" such as acts of war, terrorism, fire, floods, earthquakes, accidents, etc., that are beyond reasonable control of a party do not count towards the ten-day limit while the event persists.

If the Proposer fails to sign the contract within the ten-day limit, the Proposer must pay financial compensation to the Embassy in the amount of 5% or above of the total proposed cost as a penalty.

If the Proposer fails to faithfully carry out the contract under any circumstances, it must pay financial compensation to the Embassy in the amount of 10% or above the total proposed cost as a penalty.

The decisions made by the Embassy of the Republic of Korea with regards to the disposal of the aforementioned financial compensations are final.

_____ _____

Print Company Name Date

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Authorized Representative Signature

G) POLICE CLEARANCE CERTIFICATE VERIFICATION

This is to certify that I, the undersigned, hereby guarantee as a sponsor that the maintenance employee and supervisor being proposed have

1. Undergone background checks administered by Israel Police or other appropriate authorities.
2. Screened by the firm's standards and have met or exceeded the requirements for integrity, honesty, and trustworthiness.

_____ _____

Print Company Name Date

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Authorized Representative Signature

H) BUSINESS LICENSE AND MAINTENANCE LICENSE OF THE PROPOSER

Please provide a copy of your firm's Business License and Maintenance License, certified by the appropriate authorities.

I) CERTIFICATE OF INSURANCE

Please provide a Certificate of Insurance that covers Workers' compensation and employer's Liability Insurance, Commercial General Liability Insurance, or other Excess Liability Insurance.

J) PROOF OF MAINTENANCE SERVICES PROVIDED TO A CLIENT

Please provide a sample contract/proposal that your firm has furnished to a client. Similar type of service/Number of employees preferred. /END/