



**Royal Thai Embassy,
Islamabad.**

ANNOUNCEMENT

Invitation to submit Outsourcing Services Proposal 2/2

The Royal Thai Embassy is opening for submissions all eligible companies in Pakistan and Thailand to submit a proposal and service fee quotation to provide **Gardening services** to the Royal Thai Embassy Islamabad compound on an annual contractual basis starting from 1 October 2024 – 30 September 2025.

1. Main Scope of Work

Gardeners: Monday - Sunday for 5 people

2. Term of Reference (Including but not limited to)

2.1 Gardeners to be knowledgeable in gardening such as planting seeds, proper pruning and seasonal plant and flower selections for the Embassy's premise.

2.2 Gardeners to be provided company's uniform by the outsource company and must be worn at all times during the work hours at the Embassy's premise.

2.2 Gardeners to be provided proper gardening equipment by the outsource company.

2.3 Outsource company must be responsible for coordinating entry and exit passes of the gardeners with the local authority.

2.5 Gardeners are expected to pass security clearance before working at the Embassy.

2.6 Gardeners will be assessed by the Embassy on a monthly basis.

2.7 Supervisor of gardeners must be able to communicate well in English and have at least 5-year experience in gardening.

2.8 Outsource company to provide major health and medical insurance and treatments to the gardeners including work-related incidents.

2.9 Outsource company and gardeners will be required to sign confidential clause including do not transmit, use or share any oral or written information related to the activities or internal procedures of the EMBASSY or officials of the EMBASSY. Breaching will result in immediate termination of contract and report to Pakistan's law enforcement authority.

3. Eligibility Criteria

3.1 The interested companies must have work experience from Diplomatic Missions or United Nations Organization or large corporate for at least three consecutive years.

3.1 The interested companies should have a stable financial status. The interested companies' net worth calculated as the difference between the assets and total liabilities has been positive for the last three years.

4. Submission of Proposal

The eligible companies are **required to submit the sealed letter** containing **two copies** of:

4.1 Company profile

4.2 Company registration, bank accounts, tax papers and other relevant documents as may be required.

4.3 Detailed gardening proposal and service fee quotation net. Proposal has to include lawn maintenance and four seasonal landscape and flower plantings. All costs must be clearly itemized and inclusive.

4.4 Pertaining to No.2, eligible company has to submit clear photographs of gardeners as well as list of their names and copies of National ID/Passport.

4.5 Pertaining to No. 2, eligible company has to submit photographs of gardener uniforms, safety gears as well as proper gardening equipment that will be provided to the gardeners.

4.6 Eligible company should submit details of past work experience including non-confidential photographs.

5. Procedure

5.1 The above sealed letter must be submitted by hand at the Royal Thai Embassy from **31 July to 9 August 2024 during office hours.** Envelope to address: **Invitation for Outsourcing Services 2/2. Late applications will not be considered.**

5.2 The Embassy might request selected companies for interview before final decision.

5.3 The Embassy will announce the final selected company to enter service contract with the Embassy in due course on the website of the Embassy.

5.4 The Embassy reserves the right to reject all or any of the interested companies and will not be bound to assign any reasons.

5.5 The Embassy will not entertain any questions/queries/complaints/appointment requests from any companies.

5.6 False or fraudulent information on or attached to the outsourcing service proposal may result in being eliminated from consideration for this selection or being terminated after being awarded the selection.

5.7 Proposals from companies not selected will be destroyed.

5.8 The Embassy reserves the right to make changes if necessary.

