



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of one (1) year contract for cleaning services of office premises, in accordance with the “Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas”, as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**.

Interested suppliers may send their duly signed quotation to seoulpe@philembassy-seoul.com Attention: Ms. Anna Gabriella E. Guinto. The last day for the submission of quotations is on Wednesday, 13 December 2023, at 5:00 p.m.

Furthermore, interested companies may set-up a schedule for an ocular inspection with Ms. Guinto to assess the premises prior to submitting a quotation.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of South Korea

05 December 2023

PROCUREMENT OF ONE YEAR CONTRACT FOR CLEANING SERVICES OF OFFICE PREMISES

TERMS OF REFERENCE

The Embassy of the Philippines needs to engage the services of a qualified and competent Company who can perform janitorial cleaning services for its office premises which staff approximately 35 people.

I. Scope of Work

The Company shall provide cleaning services of high industry standards for premises of approximately 500 pyung. The layout is 6 floors (Basement, 1st, 2nd, 3rd, 4th [except Room 401] and 5th Floors) comprising of office space, conference facilities and common areas, as well as 1 elevator.

II. Deliverables

The Company shall assign one (1) cleaner which shall include but not limited to the following:

1. Cleaning of office space, meeting rooms, stairways and common areas;
2. Cleaning of all bathrooms; and
3. Waste Management

III. Work Schedule

The assigned cleaner shall report for work from Sundays through Thursdays, 12:30 p.m. to 5:30 p.m. (5 hours a day). Further, he/she will be provided with Philippine Embassy observed holidays, which may not be coinciding with the Korean national holidays.

IV. Contract Duration

The Company, upon signing of the contract, shall render its services for one (1) year as stipulated in the contract.