

REPUBLIC OF THE PHILIPPINES  
**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
BANGKOK, THAILAND

**REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Bangkok, Thailand informs the general public that the Embassy intends to procure janitorial services for the period 01 January 2021 to 31 December 2021. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the requested service are as follows:

Name of Project : Procurement of Janitorial Services for 2021

Specifications : See attached Annex A for the Terms of Reference

Approved Budget : Not to exceed THB 480,000.00

Payment : Send Bill Arrangement

Please submit a signed quotation and indicate your acceptance of the attached specifications for the procurement. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address and fax numbers:

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: [bkkpe.bac@gmail.com](mailto:bkkpe.bac@gmail.com)

The deadline for the submission of quotations is on **21 December 2020, 1500h**. For inquiries, you may contact the Embassy at telephone no. +662 259 0139 ext. 120.

Very truly yours,

**Beatriz Ines L. Herrera-Davila**  
Head, Bids and Awards Committee Secretariat  
Embassy of the Republic of the Philippines, Bangkok

17 December 2020

## TERMS OF REFERENCE

1. The company shall provide two (2) janitors/cleaners, one from 7:00AM to 4:00PM and the other from 8:00AM to 5:00PM, from Monday to Friday, except holidays, who will be required to register their daily attendance and have the following qualifications:

- Thai Citizen;
- Physically and mentally fit;
- Not less than twenty-one (21) years old but not more than fifty (50) years of age;
- Must have passed the medical and drug tests conducted by any Thai government accredited center;
- Must have no derogatory record;
- Must have basic training on janitorial work;
- Must be courteous, hardworking, cooperative, and possess good moral character; and
- Must be willing to take additional instructions from Embassy personnel in accordance with their duties/tasks;

2. The company shall provide the janitors/cleaners with proper uniforms and identification cards, and to submit to the Embassy their police clearances, medical and drug certificates.

3. The company shall assign a supervisor to check once a week if the performance of the janitors/cleaners are in order.

4. The company shall provide, at its own expense, relievers who are ready to take over the duty schedules of regularly assigned janitors/cleaners who either report late or are absent for the day.

5. The company shall guarantee that the janitors/cleaners deployed in the Embassy for the duration of the contract are regular workers of the company who receive at least the minimum wage, and the company agrees to pay their taxes, provide social security benefits, and all other benefits mandated by Thai law.

6. The company shall agree that they will not increase the contracted project cost during the validity of the contract.

7. It is understood that no employer-employee relationship will be established between the Embassy and the company, and between the Embassy and the janitors/cleaners to be hired by the company. It is further understood that their wages and other benefits will be exclusively for the account of the company. It is finally understood that in case of illness or accident involving any of the janitors/cleaners, the company agrees to be primarily and exclusively responsible for their medical and all related expenses.

8. The company agrees to provide during the contract period, at its own expense, the following:

Items	Quantity	Items	Quantity
liquid soap	1 gallon*	bathroom cleaner	1 gallon*
towel for cleaning	4-6 pieces*	furniture polish	1 gallon*
black garbage bag	3 kilos*	liquid disinfectant	as needed
dishwashing sponge	2-4 pieces*	glass cleaner	as needed
toilet paper	30 rolls*	cleaning tools	as required
air freshener	1-2 tubes*	vacuum cleaner	1 unit
floor cleaner	2 gallons*	floor polisher	1 unit
additional tools for janitorial, if needed			

\* - **Monthly**

9. The company guarantees that all cleaning equipment/tools required of their company under the service contract shall remain in the Embassy for the entire duration of the contract with the company shouldering, at its own expense, the cost of repair or maintenance of all its equipment/tools.

10. The Embassy has the right to inspect and test any equipment and/or capability listed above and refuse to accept inoperable equipment.

11. The company guarantees that it shall not subcontract, assign or transfer any and all of its rights and obligations under the services contract to any third party without the prior written consent of the Embassy. Failure on the part of the company to observe this condition shall be considered as sufficient ground for the Embassy to terminate the contract.

12. The company guarantees the right of the Embassy to inspect, at all times, the services rendered by the company's janitors/cleaners with the view of determining the quality and acceptability of the services rendered by the company.

13. The company agrees to submit itself, its representative and all its janitors/cleaners to the security and safety rules and regulations of the Embassy. They must remain at their assigned station during assigned hours. No loitering shall be tolerated.

14. The Embassy reserves the right to demand the immediate replacement of any of the janitors/cleaners whose deployment in the Embassy is, in its opinion, prejudicial to the Embassy's interest. The Embassy may ban said personnel from entry to the Embassy premises. The company agrees to enforce at all times strict discipline and good order among its janitors/cleaners.

15. The company agrees to assume full responsibility for the safety, protection, security and convenience of the janitors/cleaners.

16. The company agrees to provide the following services:

**GENERAL SCOPE OF WORK**

1. Cleaning of the whole chancery (main building, ATN house and all toilets).
2. Cleaning and wiping of telephone, and other office equipment.
3. Cleaning, mopping, and polishing floors including hallways, doors, stairways and other parts/portions of the building premises.
4. Vacuuming carpeted areas.
5. Cleaning of glass windows.
6. Cleaning and mopping of all stairs.
7. Cleaning of garbage bins.

**A. DAILY ROUTINE OPERATIONS**

1. Mopping and polishing of all floors.
2. Cleaning of inside walls, including glass/wooden doors, window ledges, and furniture.
3. Disposing garbage at designated areas and emptying and washing of all garbage bins.
4. Spraying of toilets and hallways with deodorant/fresheners.
5. Cleaning door frames and/or panels.
6. Dusting and cleaning of office equipment, surfaces, book shelves, cabinets and furniture.
7. Vacuuming of all carpeted areas.
8. Cleaning of stairs.
9. Staying at areas within the premises as designated by the FIRST PARTY.
10. Refilling all liquid soap dispensers.
13. Cleaning of floors, walls, windows, mirrors, etc.
12. Cleaning, sanitizing and disinfection of all comfort rooms, toilet bowls, urinals, commodes, washrooms with detergent/cleanser.
13. Proper lining of waste bins with appropriate plastic bags and changing them as necessary.

**B. WEEKLY PERIODIC SERVICES**

1. Washing of marble/cement stairs and polishing of the floor.
2. Cleaning of electric fan guards and blades.
3. Disinfecting of toilets and certain areas if needed.
4. Thorough cleaning of toilet bowls.
5. Thorough general cleaning, sanitizing of toilets and public areas.
6. Taking out of indoor plants for sunlight exposure and appropriate plant maintenance.
7. General cleaning of all horizontal surfaces such as floors, hallways, lobbies, stairways including railings.
8. Thorough cleaning and damp-wiping of vertical surfaces such as walls, partitions, windows (lower part), doors, glass walls (lower part).
9. Thorough cleaning, washing and scrubbing of all rooms and comfort rooms facilities.
10. Vacuuming of carpets, rugs and upholstered chairs and furniture.
11. General cleaning and disinfecting of all comfort rooms, toilet bowls, urinals commodes and wash basins.
12. Thorough cleaning of office furniture and equipment.
13. Washing and drying of rubber matting.
14. General cleaning (washing with detergent) of trash cans/bins.

**C. MONTHLY PERIODIC SERVICES**

1. Dusting of upper glass windows.
2. Removal of cobwebs.

**D. SEMIANNUAL PERIODIC SERVICES (June and December)**

1. Major general cleaning of the Embassy building.
2. Cleaning of pelota court, guard house, basement and other structures and surfaces in the Embassy compound.

17. The terms of payment shall be monthly after the services have been rendered or on any agreed date.

## PRICE QUOTATION FORM

(DATE)

Embassy of the Republic of the Philippines, Bangkok  
760 Sukhumvit Road corner Soi Philippines (30/1)  
Bangkok 10110, Thailand

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the following item/s:

PARTICULARS	CONTRACT PRICE
<b>GRAND TOTAL in THB</b>	

(Amount in Words)

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The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.