

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 a monthly cleaning service of the Embassy garden from January 2022 to December 2022. 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 services are as follows:

Name of Project	:	<b>Monthly Cleaning Service of the Embassy Garden from January to December 2022</b>
Terms of Reference:	:	See attached Annex A
Approved Budget	:	Not to exceed a total of THB5,500.00/month or a total of THB66,000.00 for twelve (12) months, inclusive of all materials and equipment, labor costs, and all applicable taxes
Payment	:	Send-bill Arrangement (Payment will be made after each monthly cleaning service)

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

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **10 December 2021, 1700h**. For inquiries, you may contact the Embassy at telephone no. +662 259 0139, extension 120.

Very truly yours,

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

07 December 2021

**TERMS OF REFERENCE**

The requested monthly cleaning service of the Embassy garden from January 2022 to December 2022 shall include, but is not limited to, the following services:

- Trimming of trees and hedges;
- Lawn mowing;
- Removal of dead branches of trees;
- Cutting of fallen trees caused by natural calamities, as needed;
- Collection of accumulated garden and construction waste materials;
- Provision of garbage truck to collect garden and construction waste materials; and
- Proper disposal of all garden and construction waste materials.