

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 intends to procure services for the “Embassy and Consular Buildings Repair and Maintenance Project”, and would like to request a quotation from your company. 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. Below are the terms and conditions of the request for quotation:

Name of Project	:	Embassy and Consular Buildings Repair and Maintenance Project
Terms of Reference	:	Please see attached Annex A
Approved Budget	:	Not to exceed a total of THB150,000.00, inclusive of labor, materials, taxes, and lawful charges
Payment	:	Send-bill Arrangement

Please submit a signed quotation and indicate your acceptance of the said 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: bangkokpe.bac@dfa.gov.ph

Following the industry practice in Thailand, interested bidders who are willing to participate in this procurement activity may inspect the areas for repair and maintenance to assess the costs prior to the submission of quotation. Interested bidders may contact the Embassy to schedule the inspection.

The deadline for the submission of quotations is on **11 September 2024, 1200H**. Should you require further information and clarification, you may contact the Embassy at telephone no. +662 259 0139 ext. 129.

Very truly yours,

Jhon Rick C. Salvedia
Property Officer

05 September 2024

ANNEX A

TERMS OF REFERENCE

Embassy and Consular Buildings Repair and Maintenance Project

Background	The Embassy of the Republic of the Philippines intends to avail of the services of a reputable Thai company based in Bangkok to work on the Embassy and Consular Buildings Repair and Maintenance Project.	
Scope of Work	The Contractor shall undertake the following services:	Cost
1	Repair and Maintenance of Toilets in the Ground Floor <ul style="list-style-type: none">• Repair of Silent Door Closer• Repair of bidet including the adjustment of water pressure in the male toilet and female toilet• Repair of urinal	
2	Repair and Maintenance of Toilets in the Consular Section and Annex Building <ul style="list-style-type: none">• Repair the weak flush of the male and female toilets• Repair of bidet including the adjustment of water pressure in the male toilet and female toilet• Repair the existing exhaust fans to include the necessary wiring and switch• Repair of the swing door latch and remedy the missing tile in the male toilet• Repair of mirror frame• Repair of the strike plate in the door of the male toilet in the Annex Building, 2F	
3	Repair and Maintenance of Toilets and Shower Rooms near the Guardhouse <ul style="list-style-type: none">• Repair of the leaking water pipe• Repair of the faucet and the water pipe• Repair of one (1) water pump• Maintenance of toilet bowls	
4	Repair and Repainting of Ceiling in the Notarials Area in the Consular Section	

5	Installation of a Sliding Glass Door between the ATN Interview Room and Consular Counter	
6	Repair of Windows in the Offices of the Administrative Officer, Finance Officer, Economic Section, and Multilateral Section <ul style="list-style-type: none"> • Repair and improvement of glass window in the Administrative Officer's Room • Repair and improvement of glass window in the Finance Officer's Room • Repair and improvement of glass window in the Economic Section's Room • Repair and improvement of glass window in the Multilateral Section's Room • Removing the old green paint in the glass windows, removal of old fluorescent lamp ballasts, and cleaning of wall in the Multilateral Section's Room 	
7	Maintenance of the Roof in the Annex Building near the offices of the Attached Agencies <ul style="list-style-type: none"> • Repainting of the roof edges in the Annex Building, 2F • Applying of waterproof paint on the part of the roof where the rain leaks 	
8	Repairs and Maintenance in the Guardhouse, Waiting Area for consular clients, driveway, Embassy gate, and lighting fixtures in the Embassy <ul style="list-style-type: none"> • Repair of the jalousie window in the guardhouse • Installation of fluorescent lamps complete with the necessary wiring and switch • Covering of the water pipes with concrete located along the driveway • Repair of the door of the black gate • Repair and maintenance of lighting fixtures in the Embassy 	
9	Collection of waste materials accumulated from the repairs and maintenance works	
GRAND TOTAL		THB

Work Schedule	The schedule of the repair and maintenance project shall be mutually agreed upon by the Embassy and the Contractor with the objective of not interrupting the operations of the Embassy and the Consular Offices. Services beyond office hours, weekends, and holidays may be done if needed.	
Terms of Payment	Full payment shall be made within seven (7) days from the receipt of the official invoice. The quote should be exclusive of VAT.	
Other Conditions	The Contractor shall provide professional workers, equipment, and other tools required for the project.	
Non-Disclosure Agreement	The Winning Bidder shall not disclose any information obtained from the Embassy before, during and after the service contract period therein.	