



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
WASHINGTON, D.C.



RFQ- 2025- 003

REQUEST FOR QUOTATION

Project : **Janitorial Services for the Philippine Embassy,
Washington DC**
Location : 1600 and 1617 Massachusetts Avenue, NW, Washington DC
20036
Date : 18 March 2025

The Embassy of the Philippines in Washington DC, through its Bids and Awards Committee (BAC), intends to procure the services of a qualified and eligible janitorial company for its office premises located in two separate buildings, which approximately house 60 people.

This procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017.

Interested contractors are requested to submit their best offer for the project, subject to the attached *Terms of Reference*. Price Quotes/Proposals must be submitted **not later than 26 March 2025**.

Interested contractors/providers may submit their quotations to property@phembassy-us.org or admin@phembassy-us.org


JAIME RAMON T. ASCALON, Jr.
BAC Chairman

TERMS OF REFERENCE

A. Areas of Operation

1. First to fourth floors and two basement levels of the Embassy Main building located at 1600 Massachusetts Avenue, NW Washington DC 20036
2. First to fourth floors of the Chancery Annex located at 1617 Massachusetts Avenue, NW Washington DC 20036

B. Scope of Work

The Contractor should be able to provide cleaning services at the Embassy and Chancery Annex using industrial standard tools and non-toxic cleaning products as indicated in Annex A and Annex B.

Office desks, including cashier's desk, and equipment on desks are not included.

TASKS	FREQUENCY
A. EMBASSY (1st to 4th Floors)	
1. Floors (including lobby, hallways, offices, conference rooms and toilets) Vacuum, mop (wet and dry), spot clean (as necessary)	Twice daily
2. Toilets and Kitchens Clean, sanitize and disinfect all toilet/bathrooms, toilet bowls, urinals, wash basins and pantry sinks. Spray deodorants/fresheners. Priority to be given to high-traffic toilets at the ground level. Refill and replenish supplies for liquid soap dispensers, dishwashing liquid dispensers, and toilet papers and paper towels.	Twice daily
3. Interior doors, glass windows, window ledges, window blinds, walls, glass partitions, cabinets, shelves, conference tables and fixtures, including the Embassy seal, artificial plants and flowers, vases and pots and plant boxes Wipe, dust, disinfect, polish and spot clean (as necessary)	Once a week

4. Ceiling, air condition vents/grills and light fixtures Dust and remove cobwebs	Once a month
5. Carlos P. Romulo Hall, G/F stairs, G/F and 2/F hallways Mop (wet and dry), wax and polish	Mopping daily; Waxing and Polishing once a month
6. Fire Exit Stairs Clean, sweep	Once a month
7. Trash and Trash Bins Empty trash bins, provide new lining for trash bins, disinfect trash bins, dispose garbage	Once a day
8. Elevator interiors Clean, disinfect, polish	Daily
9. B1 & B2 Parking Areas Wash and clean	Once a month
10. Carpets and Rugs, Rubber Matting Wash and deep clean	Every six months
B CHANCERY ANNEX (1st to 4th Floors)	
1. Floors (including lobby, hallways, offices, conference rooms and toilets) Vacuum, mop (wet and dry), spot clean (as necessary)	Twice daily
2. Toilets and Kitchens Clean, sanitize and disinfect all toilet/bathrooms, toilet bowls, urinals, wash basins and pantry sinks. Spray deodorants/fresheners. Priority to be given to high-traffic toilets at the ground level. Refill and replenish supplies for liquid soap dispensers, dishwashing liquid dispensers, and toilet papers and paper towels.	Twice daily
3. Interior doors, glass windows, window ledges, window blinds, walls, glass partitions, cabinets, shelves, conference tables and fixtures, including the Embassy seal, artificial plants and flowers, vases and pots and plant boxes Wipe, dust, disinfect, polish and spot clean (as necessary)	Once a week
4. Ceiling, air condition vents/grills and light fixtures	Once a month

Dust and remove cobwebs	
5. 2/F Social Hall Mop (wet and dry), wax and polish	Mopping daily; Waxing and Polishing once a month
6. Fire Exit Stairs Clean, sweep	Once a month
7. Trash and Trash Bins Empty trash bins, provide new lining for trash bins, disinfect trash bins, dispose garbage	Once a day
8. Elevator interiors Clean, disinfect, polish	Daily
9. Carpets and Rugs, Rubber Matting Wash and deep clean	Every six months
10. Utilities Room Cleaning, mopping (wet and dry) and waxing and polishing of floor; damp-wiping, disinfecting, polishing and spot cleaning of walls, doors and windows; and dusting of ceiling and air condition vents	Once a week

C. Additional Requirements

1. The Contractor shall not remove, replace, or transfer its cleaning personnel assigned to the Embassy and Chancery Annex without the written approval of the Head of Post.
2. The Contractor shall provide its cleaning personnel with proper personal protective equipment, and necessary cleaning equipment as provided for in Annex B.1 of the Technical Specifications. The Embassy shall provide adequate space at the Embassy where the cleaning equipment may be stored during contract implementation.
3. The Contractor shall certify that its cleaning personnel are properly oriented/trained on proper waste handling and segregation and with awareness on confidentiality, gender sensitivity and anti-sexual harassment policies.
4. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.

The Contractor shall report to the Embassy's Property Officer (PO) for purposes of monitoring of work at least once a month, or more, as may be required.

5. The Contractor's personnel performing the work(s) stated in this Contract are subject to search by security personnel, if applicable, as deemed necessary as a precaution against property losses.
6. The Contractor's personnel shall wear a uniform issued by the Contractor (free of charge).
7. The Contractor commits to provide the necessary supplies on a regular basis as indicated in Annex B which will form part of the contract.
8. The cleaning personnel assigned shall make the necessary report to the Property Officer of all broken fixtures in the toilets, rooms/offices, hallways and stairs that may be observed during the normal course of work.
9. For vertical movements, cleaning personnel are allowed to use only the stairs and the service elevators of the buildings.
10. The Contractor shall pay benefits and entitlements due to its employees as required by local labor laws.
11. For purposes of this contract, the Contractor must comply with all applicable Philippine procurement laws.
12. The Contractor shall issue a Certificate of Competency for its cleaning personnel to be deployed at the Embassy.
13. The Contractor must have existed as an agency offering cleaning services for at least five (5) years from the date of opening of bid.

I. CONTRACT DURATION

The contract will be valid for twelve (12) months, from 01 July 2025 to 30 June 2026, and has the option to renew the annual contract for the succeeding one (1) to two (2) more years, subject to contractor's satisfactory performance and the terms of agreement of both parties.

II. RESERVATION

The Embassy reserves the right to amend and revise the contract in the event of major repairs to the Embassy building or Chancery Annex.

III. TERMS OF PAYMENT

1. The Contractor shall submit quarterly or monthly billings no later than the first week of the following month or quarter.
2. Payments shall be made within fifteen (15) calendar days upon receipt of the monthly invoice with complete requirements.
3. The bid price shall cover all necessary taxes, stamp duties, license fees and other such levies imposed for the completion of the Contract.