

**REQUEST FOR QUOTATION
FOR COMMERCIAL CLEANING SERVICES FOR
THE PHILIPPINE EMBASSY IN CANBERRA FOR A PERIOD OF ONE YEAR**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of Thirty-two Thousand Australian Dollars (A\$32,000.00) only, being the Approved Budget for the Contract (ABC) for commercial cleaning services for the Philippine Embassy in Canberra for one year.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Requirements / Specifications	Approved Budget for the Contract
1. Twice a week cleaning schedule for the Chancery	A\$21,500.00
2. Annual full cleaning services for the Chancery	A\$2,000.00
3. Twice a week cleaning schedule for the Residence	A\$5,000.00
4. Annual full cleaning services for the Residence, including the steam cleaning of curtains and couches/sofas	A\$3,500.00
<i>Duration of service from 15 February 2024 to 14 February 2025.</i>	Total contract with GST: A\$32,000.00
<i>Specific list of services available upon request and onsite inspection</i>	
<i>Bidder must have previous or existing contract with a diplomatic mission or government entity</i>	
<i>All quotes must be inclusive of installation, delivery and GST</i>	

3. The summary of the bidding activities is as follows:

Advertisement / Posting of Invitation to Bid	15 January 2024
Pre-bid Conference	23 January 2024
Deadline for Submission of Bids	04 February 2024
Opening of Bids	Immediately after the Deadline for Submission of Bids

4. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 04 February 2024** located at 1 Moonah Place Yarralumla ACT 2600 or email address cbrpe@philembassy.org.au.
5. The Philippine Embassy reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected supplier(s)/contractor(s).
6. For further information, please contact:

BAC Secretariat
Philippine Embassy in Canberra
1 Moonah Place Yarralumla, ACT 2600
Tel. No. (02) 6273 2535; Fax No. (02) 6273 3984
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

15 January 2024, Canberra