

**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 2. Annual full cleaning services for the Chancery 3. Twice a week cleaning schedule for the Residence 4. Annual full cleaning services for the Residence, including the steam cleaning of curtains and couches/sofas <i>Duration of service from 15 February 2025 to 14 February 2025.</i> <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>	A\$32,000.00

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

Advertisement / Posting of Invitation to Bid	15 January 2025
Pre-bid Conference	23 January 2025
Deadline for Submission of Bids	04 February 2025
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 2025** 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
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

15 January 2025, Canberra

To be provided upon request / onsite inspection of bidders (not for distribution)

Detailed List of Commercial Cleaning Services

Chancery

Twice a week cleaning schedule

1. Empty all waste bins
2. Sweep/ mop timber floor in office areas
3. Sweep/ wash kitchen area (including cleaning of refrigerator, microwave and toaster)
4. Mop tile floors in bathrooms/ toilets and internal stairs
5. Dust shelves, cupboards and wipe off marks if needed in all office areas
6. Clean off any dirt or stains on walls throughout the premises including bathrooms/toilets
7. Wipe of fingerprints or marks on glass doors and windows
8. Clear away any cobwebs, insect nests (as needed)
9. Clean and disinfect the sinks, toilets, toilet cubicle areas, mirrors and urinals in all bathrooms
10. Replenish toilet paper, hand towels, soap, sanitizer and trash bags (supplies to be provided by the Embassy)

Yearly cleaning schedule

1. Full deep cleaning of all bathrooms and toilets
2. Removal of cobwebs around the building (high pressure water blasting)
3. Dusting of blinds
4. Cleaning of all windows and glass doors and windows
5. Cleaning of all window frames (including screens) and door frames
6. Clean and buff timber floors
7. Steam cleaning of all carpets
8. Cleaning of upholstery and chairs in Embassy
9. Scrubbing of tiled floors
10. Cleaning of the small outside kitchen

Ambassador's Residence

Twice a week cleaning schedule

1. Empty all waste bins and dispose appropriately
2. Full vacuum of carpets in rooms on first floor and stairs
3. Mop floors in main kitchen, bathroom/ toilet areas and internal stairs
4. Dust window sills and horizontal surfaces
5. Removal of cobwebs, insect nests on windows and walls
6. Clean and disinfect the sinks, toilets, touched cubicle areas, mirrors and urinals in all bathrooms
7. Gentle dusting of all paintings, pictures, and artworks
8. Full vacuum of second floor carpet (as needed)

Yearly cleaning schedule

1. Removal of cobwebs, insect nests on walls and around the building (high pressure water blasting)
2. Intensive cleaning of the kitchen (including oven, range hood, and refrigerators)
3. Cleaning of all windows and glass doors
4. Cleaning of all window frames and door frames, including screens
5. Steam cleaning of all carpets