



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
TOKYO, JAPAN

**REQUEST FOR QUOTATION/PROPOSAL**

The Embassy of the Philippines in Tokyo, Japan, through the authorized appropriations in the Fiscal Year (FY) 2024 General Appropriations Act (GAA), and chargeable against the funds for Maintenance and Other Operating Expenses (MOOE) of the Embassy, intends to apply the sum of **Eight Hundred Thousand Japanese Yen (JPY800,000)** being the Approved Budget for the Contract (ABC) for the procurement for the general cleaning of the Embassy Chancery, for the service period of December 2024, in order to maintain the cleanliness of the building and to have a sanitary and safe environment for all Embassy personnel and visitors.

Quotations/Proposals received in excess of the ABC shall be automatically rejected.

**Name of Project** : Procurement for the General Cleaning of the Embassy Chancery

**Location** : Philippine Embassy Chancery, 5-15-5 Roppongi,  
Minato-ku, Tokyo, Japan

**Specifications** : *(Please see attached Annex "A" for complete requirements)*

**Approved Budget** : Eight Hundred Thousand Yen (JPY800,000)

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **20 November 2024** (Japan Standard Time). Open quotations/proposals may be submitted in person or through fax at 03-5562-1603.

The Embassy reserves the right to accept or reject any quotation, to annul the proposal process, and to reject all quotations/proposals at any time prior to contract award without thereby incurring any liability to the affected supplier or suppliers.

For inquiries, you may contact the Philippine Embassy at telephone number 03-5562-1600.

**Ms. FATIMA G. QUINTIN**

Consul, Administrative Officer and Head, BAC Secretariat

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

Tel.: (03) 5562-1600 local 121

Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

05 November 2024, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company which can provide the general cleaning of the Embassy Chancery, for the service period of December 2024, in order to maintain the cleanliness of the building and to have a sanitary and safe environment for all Embassy personnel and visitors.

**I. Description**

Procurement for the general cleaning of the Embassy Chancery, for the service period of December 2024, in order to maintain the cleanliness of the building and to have a sanitary and safe environment for all Embassy personnel and visitors.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Eight Hundred Thousand Yen (JPY800,000)**.

**III. Deliverables**

The company/supplier shall be a qualified service provider / company that is capable of providing cleaning services to the Philippine Embassy Chancery with the following specifications and inclusions:

- A) Cleaning period shall be for any of the weekdays or holidays sometime in December 2024;
- B) Professional cleaning for the following areas:
  - 1) For the Multi-Purpose Hall – floor cleaning with wax application, wall cleaning and deodorization;
  - 2) Main Pantry Room, adjacent to the Multi-Purpose Hall – floor cleaning with wax application, wall cleaning and deodorization;
  - 3) Main Lobby, Corridors and Conference Rooms 1A and 1B, Offices of the Attached Agencies and Finance, Ambassador's Office, Deputy Chief of Mission's Office, administrative area for the Ambassador and Deputy Chief of Mission, Migrant Worker's Offices, Stairwell to Basement Area, Economic-Political-Cultural and Public Diplomacy Rooms, Consular Area, Rooms and Hallways in front of the Toilet Areas – wall cleaning suitable for walls with oil-based paint, water-based paint and cloth or vinyl wallpaper; partition cleaning;
  - 4) Wall cleaning to include dust removal and application of deodorizing agent and antibacterial solution during surface cleaning.
- C) Glass windows cleaning for all windows at the 1F and Basement levels;
- D) Waste disposal for any waste materials during cleaning;
- E) Ensure the safe and proper disposal of any hazardous materials resulting from the cleaning; and
- F) Cleaning solutions and materials as well as the cleaning crews must be selected and provided by the service provider.

**IV. Pricing**

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including delivery).

**V. Evaluation Process**

The Project shall be awarded to the lowest priced, acceptable, and responsive quotation/offer.

The Philippine Embassy reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without incurring any liability to the affected company/supplier.

**VI. Terms of Payment**

Payment shall be made after the complete delivery and inspection of the materials and work and upon receipt of the invoice by the Finance Section of the Philippine Embassy.

**PRICE QUOTATION FORM**

[DATE]

Philippine Embassy  
5-15-5 Roppongi, Minato-ku  
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the general conditions, I/we quote on the item/s at price/s noted below (in the Request for Quotation), hereunder is our quotation/s for the item/s as follows:

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Procurement for the general cleaning of the Embassy Chancery, for the service period of December 2024, in order to maintain the cleanliness of the building and to have a sanitary and safe environment for all Embassy personnel and visitors.			

(Amount in words) \_\_\_\_\_  
\_\_\_\_\_.

The above-quoted prices are inclusive of all costs, including driver's wage, toll fees, fuel, and applicable taxes, and I undertake to perform said service and/or deliver said service at the above specified address on the abovementioned dates.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Contact Details