



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

جمهورية الفلبين

AMMAN



RFQ -11 -2024

REQUEST FOR QUOTATIONS

Professional Janitorial and Cleaning Services

The Embassy of the Republic of the Philippines in Amman is inviting qualified professional service providers to submit service/price quotations for **PROFESSIONAL JANITORIAL AND CLEANING SERVICES** for a contract period of six (6) months from 01 January 2025 to 30 June 2025.

The following minimum requirements and scope of work include, but not limited to the following:

1. Deployment of one (1) on-site qualified, trained and experienced professional cleaning custodian to provide complete cleaning and janitorial services, to include the following:
 - a. Maintain cleanliness of the chancery building and its premises.
 - b. Perform services related to the upkeep & maintenance of the chancery building.
 - c. Carry out other relevant duties and services as assigned by the Embassy.
2. Cleaning custodian detailed at the chancery will be under the administrative control and supervision of the Embassy and will perform duties as per schedule and instructions;
3. Assigned cleaning custodian must be trustworthy, reliable, dependable, industrious and capable in performing assigned tasks and responsibilities.
4. Number of working days and hours depending on agreed schedule of on-site visit per week by one (1) professional and uniformed cleaning custodian.
5. Scheduled monthly on-site visit/consultation by agency manager.
6. Customer service support must be available and reliable to respond to urgent service inquiries, additional instructions related to delivery of services and scheduling concerns.
7. Contract will be subject to termination or renegotiation on either party by giving one-month advance notice
8. Authorized Signatory: **Wilfredo C. Santos**
Ambassador
9. Quoted price should be in Jordanian Dinar and should include all applicable taxes, duties and/or levies payable; and
10. Bidders should accept a send-bill payment arrangement every end of the month.

The procurement will be undertaken in accordance with all pertinent and applicable procurement rules and regulations.

Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **15 November 2024, 1200H**. Additional requirements may be requested from the supplier.

Open quotations may be submitted through email ammnan.pe@dfa.gov.ph or in person at the Embassy of the Republic of the Philippines located at No. 20 Salah Touqan Street, Kharbit Al Sweifieh, Amman, Jordan.

For further information, you may call us at (+962) 7-7798-8818.

We look forward to your continued cooperation on matters of mutual concern and we hope to receive feedback from you as soon as possible.

Sincerely yours,

JOHN DANILO G. JIAO, JR
Administrative Officer

03 November 2024

Terms and Conditions: 1) Bidders shall provide correct and accurate information, such as name of company, address, email, contact information, 2) Award of contract shall be issued to the lowest calculated and responsive bid which complies with the technical specifications and other terms and conditions, 3) The Embassy reserves the right to reject any and all quotations, declare a failure of bidding or not to award the contract for any justifiable and reasonable grounds.