



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
AGANA, GUAM**



Date: 17 December 2024

**Request for Quotation
Cleaning Services for the Consulate General of the Philippines for FY 2025**

Sir/Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a property accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate hereby reserves the right to reject any/all offers and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied/delivered shall be subject to the usual inspection by the Consulate's duly authorized representative.
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submit your quotation using this form or on company letterhead duly signed by the company's authorized representative not later than 20 December 2024, 5:00 pm.

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES, AND DELIVERY AND INSTALLATION COSTS)
		See attached specifications		

COMPANY NAME/SUPPLIER: _____
 CONTACT PERSON: _____
 ADDRESS AND TELEPHONE NO. _____



ROMMEL S. CUISIA
 Canvasser



RUBY R. FERNANDEZ
 Administrative Officer

**JANITORIAL SERVICES TWICE WEEKLY FOR
THE CONSULATE GENERAL OF THE PHILIPPINES FOR FY 2025**

Office Cleaning of 5,000 sq. ft. area twice a week (within Monday to Friday) for one year from 01 January 2025 to 31 December 2025.

- Wipe and clean window interiors and entrance doors
- High dusting throughout the office
- Dusting and wiping of cabinets, partitions and counters
- Wipe down, dust off all the books in shelves/cabinets
- Wipe down, clean all tables and chairs
- Wipe down, clean glass doors and windows inside the office (Note: Outside window cleaning is not included)