

**REQUEST FOR QUOTATION FOR THE ANNUAL CLEANING AND MAINTENANCE
OF THE RESIDENCE OF THE PHILIPPINE AMBASSADOR**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Three Thousand Australian Dollars (A\$3,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the annual cleaning and maintenance of the Ambassador's residence.
2. The Philippine Embassy in Canberra Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

Specifications	Approved Budget for the Contract
<p>All windows, tracks and screens (inside and outside):</p> <ol style="list-style-type: none"> 1. Window cleaning; 2. Vacuum and dusting of all tracks; 3. Sweep and clean down all screens razor blade areas required (excludes tinted windows); 4. Apply wash up lemon and apply with lambs wool applicator 5. Blade squeegee glass and wipe excess residue with cotton cloths for final finish <p>Pressure washing (with trailer mounted 4000 PSI washing unit) and hard surface truck mounted cleaning of:</p> <ol style="list-style-type: none"> 1. all concrete balconies upstairs; 2. all perimeter paths and concrete; and, 3. apply cleaning solutions and hard broom as required <p>Kitchen:</p> <ol style="list-style-type: none"> 1. 2 x oven; 2. 2 x range hoods and filters 3. All cupboards and drawers (excluding ones with items inside) 4. Clean and disinfect all flat surfaces and bench tops; 5. Clean outside of fridge; 6. Clean microwave (inside and out); 7. Sweep and mop out all tiled surfaces <p><i>All quotes must be inclusive of GST</i></p>	<p>A\$3,000.00</p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 27 September 2019** located at 1 Moonah Place, Yarralumla, ACT 2600 or email address cbrpe@philembassy.org.au.
4. 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).
5. For further information, please contact:
BAC Secretariat
Philippine Embassy in Canberra
1 Moonah Place, Yarralumla, ACT 2600
Tel. No. 6273-2535; Fax No. 6273-2356
Email address: cbrpe@philembassy.org.au


AIAN A. CARINGAL
BAC Chairperson

19 September 2019