

**REQUEST FOR QUOTATION
FOR THE ANNUAL CLEANING AND MAINTENANCE OF
THE CHANCERY OF THE PHILIPPINE EMBASSY**

1. The Philippine Embassy in Canberra, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of **Four Thousand Australian Dollars (A\$4,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the annual cleaning and maintenance of the Chancery of the Philippine Embassy.
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>Technical Requirements:</p> <p style="padding-left: 40px;">A. Washing of the external building and external windows of the Chancery.</p> <p style="padding-left: 40px;">B. Pressure wash of the perimeter (excluding elevated machine hire, if required)</p> <p style="padding-left: 40px;">C. Thorough cleaning throughout the second floor and the public reception area at the ground floor of the Chancery, as follows:</p> <ol style="list-style-type: none"> 1. Dust, cobwebs 2. Dust and wipe down all internal high area door frames, entrance frame work, picture frames, and cobwebs throughout 3. Dust down all blinds, 4. Sweep and vacuum up all excess. <p><i>All quotes must be inclusive of GST</i></p>	<p>A\$4,000.00</p>

3. Quotations must be submitted to the Philippine Embassy in Canberra BAC Secretariat Office **on or before 02 October 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

24 September 2019