



### REQUEST FOR QUOTATION

The Philippine Consulate General in Jeddah, Kingdom of Saudi Arabia intends to procure the service of a firm who can provide three (3) janitors for the janitorial services of the Consulate for the calendar year 2025 and would like to request quotations from qualified and capable firms. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the procurement are as follows:

**Name of Project** : Procurement of Janitorial Services  
for the year 2025 of the Philippine Consulate  
General in Jeddah

**Terms of Reference** : Three (3) cleaners/janitors

- a. Cleaning two (2) office buildings and outside the premises of the Consulate
- b. Cleaning of floors, parking areas, walls staircases, lights, windows, toilet sink, etc. and other related facilities
- c. General cleaning of official vehicles

**Working Days:**

Saturdays to Thursday except Consulate  
declared non-working holidays

**Working Hours:**

07:00AM to 05:00PM, and to render  
overtime hours if necessary

**Optional:** Cleaning supplies are provided by  
by the company.

**Approved Budget** : Not to exceed a total of 161,000.00 Saudi  
Riyals  
Inclusive of 15% Value Added Tax

Please submit your duly signed quotation on or before **13 December 2024, 1500H**. The Consulate accepts quotations submitted directly, or by email at the following address and email address:

- 4663 Fajr Street, Al Rehab District 6, P.O. Box: 4794 Jeddah, 21412 – Saudi Arabia
- jeddahpcg.admin@dfa.gov.ph, copy furnished jeddahpcg@dfa.gov.ph

Submission of relevant company brochures and information materials will also be appreciated.

Very truly yours,



**JULES PATRICK A. AGUILA**

Vice-Consul and Administrative Officer  
Head, Bids and Awards Committee Secretariat

Jeddah, 09 December 2024