



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

RFQ-001-2025

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Brussels, Belgium is undertaking the procurement of janitorial services for its Chancery located at 297 Avenue Moliere 1050 Ixelles from 01 March to 31 December 2025.

Please see attached Terms of Reference (TOR) for the complete details of the required services and documentary requirements and qualifications.

Interested companies are kindly requested to accomplish the attached Price Quotation Form (Annex B) and submit it directly or by email to the Philippine Embassy through:

Consul General Pablito A. Mendoza
Chairperson, Bids and Awards Committee
Embassy of the Philippines
297 Avenue Molière, 1050 Ixelles
Email: brussels.pe@dfa.gov.ph

The deadline for the submission of quotations is on **19 February 2025 at 1700H.**

For further information and clarification, please email the Property Section at mari.santera@dfa.gov.ph or call 0472 64 43 41.

Sincerely yours,


PABLITO A. MENDOZA
Chairperson
Bids and Award Committee



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

TERMS OF REFERENCE FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2025

I. BACKGROUND

The Embassy of the Philippines in Brussels intends to procure janitorial services from a reputable supplier, which will provide a trained janitorial personnel who shall perform all cleaning tasks to keep the Chancery, facilities and grounds well-cleaned and well-maintained at all times.

II. OBJECTIVE

To provide adequate and reliable janitorial services to the Embassy from a company that has the necessary manpower, equipment, training, experience, financial resources, and capability to provide the needed cleaning services to ensure continuing and unhampered operations and provision of public services.

III. DURATION OF AGREEMENT

The service agreement shall be valid from 03 March 2025 until 31 December 2025. The contract shall take effect on the date specified in the Terms of Reference.

IV. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider shall be a corporation or company duly organized and existing under Belgian laws and duly licensed by appropriate government authorities.
2. The Service Provider shall have the necessary capability, expertise, equipment, manpower, financial resources, and the experience to fulfill the janitorial requirements of the Embassy.
3. The Service Provider shall have at least three (3) years of experience in providing janitorial and/or housekeeping services.
4. The Service Provider shall provide the Embassy with trained and skilled personnel who are physically and mentally fit; have no derogatory record or pending case, both administratively or criminally; must be courteous, hardworking, cooperative; and possess good moral character.

V. WORK SCHEDULE

1. The service personnel shall render services on Mondays, Wednesdays and Fridays, from 9:00 AM to 5:00 PM, except on Philippine and Belgian Public Holidays.

2. The janitorial personnel shall accomplish a time attendance sheet to be supplied by the Embassy to monitor attendance.
3. Should janitorial personnel go on a scheduled or unscheduled leave of absence, the Service Provider shall promptly dispatch/assign a reliever.
4. The Service Provider shall assign an area inspector/supervisor to monitor the performance of the janitorial personnel.
5. The Service Provider shall not remove, replace, or transfer its assigned janitorial personnel without the written notice and approval of the Embassy's Head of Post or his representative.
6. The Service Provider shall ensure the timely payment of salaries and allowances of their janitorial personnel every month for services rendered to ensure the efficient delivery of services.
7. The total Contract Price and salaries of personnel shall be compliant with local labor laws.
8. The Service Provider shall guarantee that the personnel deployed in the Embassy for the duration of the contract is a regular worker of the company. The service provider shall not deploy trainees.
9. The Service Provider shall be liable for all losses and damages to the Embassy's property, personnel, or third persons, caused by or attributed to the janitorial personnel's fault, negligence, or misbehavior within the Embassy premises.
10. The Service Provider and all its representatives and janitorial personnel shall comply with the security and safety rules and regulations of the Embassy.
11. The Service Provider's janitorial personnel shall only be allowed access to the premises of the Embassy during the scheduled work.
12. The Service Provider shall immediately replace its janitorial personnel whose deployment in the Embassy is found prejudicial to the Embassy's interest.
13. The Service Provider shall hold the Embassy free from any claim or liability or action filed by the service provider's personnel where the Embassy is made a correspondent/ defendant.

In the event where the Embassy is subjected to any judicial or administrative action filed by the service provider's personnel, the service provider shall shoulder all legal expenses that would be incurred by the Embassy in its defense. The selection of the counsel, if needed, shall be at the sole discretion of the Embassy.

14. The Service Provider shall submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Embassy, including the outcome of the Service Provider's own in-house investigation.
15. There shall be no employer-employee relationship between the Embassy and the janitorial personnel deployed by the Service Provider.
16. The contract shall cover a period of ten (10) months that may be extended at the option of the Philippine Embassy on a month-to-month basis and under the same terms and conditions as provided for under the original contract.
17. The Service Provider shall ensure that a janitorial personnel will be deployed at the Embassy on the hours required in the Technical Specifications.
18. The Service Provider agrees that the Embassy reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.

VI. SCOPE OF SERVICES

The janitorial personnel shall render eight (8) hours of workday, Mondays, Wednesdays, and Fridays, except on Philippine and Belgian holidays, to perform the following tasks:

- a. Sweep, dust, mop, vacuum and polish floors (as appropriate) of all rooms, corridors, lobbies, entrance and exit stairways.
- b. Clean and wipe all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, and glass partitions and doors.
- c. Clean and sanitize restrooms/water closet, including mirrors, cubicles, lavatories, countertops, cabinets, toilet bowls.
- d. Clean pantries and kitchen, including sinks and countertops.
- e. Check and replenish supply of liquid soap dispensers and kitchen towels.
- f. Clean driveways, parking spaces and immediate surroundings of the Chancery.
- g. Clear/remove/dispose waste and undertake the segregation of all biodegradable and non-biodegradable wastes.
- h. Upkeep of indoor potted plants.

- i. Assist in the hauling/transfer of boxes of documents, office supplies and various furniture and equipment.
- j. Iron and wash table lines during and after official events of the Embassy.
- k. Wash dirty dishes during meetings and other official events.
- l. Empty paper shredders.
- m. (Defrost) and clean refrigerators, microwave ovens and other small appliances.
- n. Wash, clean and wipe dry vertical/horizontal blinds, electric fans and air purifiers.
- o. Clean and polish metal railings.
- p. Report any damage/leaking pipe plumbing, water and toilet facilities, electrical installations and any damaged furniture and fixtures that will need immediate repair.
- q. Clean and organize the utility and storage rooms.

VII. SUPPLIES, MATERIALS AND EQUIPMENT

The Embassy shall provide the necessary tools, equipment, consumable supplies and items for the satisfactory performance of the service.

The Service Provider shall be responsible for any loss or damage to the tools and equipment that may be incurred by janitorial personnel.

VIII. EXTENSION CLAUSE

The extension of the contract is subject to the provisions of RA 9184 and its IRR. The extended term shall automatically terminate upon the effectivity of a new contract.

IX. PERFORMANCE EVALUATION

The Service Provider shall maintain a satisfactory level of performance throughout the term of the contract. The Embassy shall evaluate the Service Provider's performance based on quality of service rendered and management and suitability of personnel.

X. CONTRACT DURATION

The Contract enters effect on the first day of the following month after the issuance of the Notice to Proceed until 31 December 2025.

XI. TERMS OF PAYMENT

1. The Service Provider shall submit monthly billings not later than the first week of the following month.
2. Payments shall be made within ten (10) calendar days upon receipt of the monthly invoice with complete requirements.
3. The bid price shall cover all necessary taxes, stamp duties, license fees and other such levies imposed for the completion of the Contract.

Note:

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL REQUIREMENTS STATED IN THE TERMS OF REFERENCE.

Conforme:

[Signature/s]

[Name of Bidder's Authorized Representative]

[Company Name]

[Date]

ANNEX B

PRICE QUOTATION FORM

Name of Bidder _____ GOODS: Janitorial Services

The schedule of Prices contains a list to which unit prices are to be supplied by the Bidder.

There should be no change in unit prices due to variation of actual quantities.

In case of discrepancy between the unit prices due and the total cost, the unit prices will prevail. Prices must be inclusive of VAT.

Description	Quantity	Rate per hour	Total Amount
One janitorial personnel to render work-shift at the Philippine Embassy, 297 Avenue Moliere, 1050 Ixelles, on Mondays, Wednesdays and Fridays from 02 March 2025 until 31 December 2025 from 0900H to 1700H	One (1)		

Total Bid Price in Words:
