



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BOTSCHAFT DER REPUBLIK DER PHILIPPINEN
BERLIN**



REQUEST FOR QUOTATION

**PROCUREMENT OF SERVICES FOR THE
CLEANING AND MAINTENANCE OF THE EMBASSY FOR 2026**

The Embassy of the Philippines in Berlin intends to procure services for the cleaning and maintenance of the Embassy for 2026.

In view of this, interested companies are invited to submit their quotation/offers for the following project:

Project Name:	Procurement of Services for the Cleaning and Maintenance of the Embassy for 2026
Approved Budget of Contract:	€85,500.00 (approximately Php 5,471,786.25)
Specifications:	Please see attached Terms of Reference
Location:	Luisenstrasse 16, 10117 Berlin
Date of Delivery:	Within 15 days from receipt of the Notice to Proceed
Mode of Payment:	Bank transfer

Interested companies are requested to submit their duly accomplished Price Quotation Form not later than **5:00pm of 3 December 2025**, by mail at the above address or via email at **mylah.rubio@dfa.gov.ph**. Please note that quotations submitted must already include VAT and other lawful charges, such as delivery /handling fees and insurance.

The Embassy reserves the right to withdraw the proposal and to reject all quotations at any time prior to the award of the contract without incurring any liability.

For further information and/or queries, please call **+49 (0) 30 864 95 0403** or write an email to the above email address.


GERARDO P. ABIOG
Chairperson, Bids and Awards Committee

Noted by:


IRENE SUSAN B. NATIVIDAD
Head of Post and Head of the Procuring Entity

26 November 2025, Berlin

**PROCUREMENT OF CLEANING AND MAINTENANCE SERVICES
FOR THE PHILIPPINE EMBASSY FOR CY 2026**

TECHNICAL SPECIFICATION

**PROCUREMENT OF MAINTENANCE AND CLEANING SERVICES
FOR THE PHILIPPINE EMBASSY FOR CY 2026**

TECHNICAL SPECIFICATION

Bidders must state whether they are "Compliant" or "Not Compliant" in the column "Bidder's Statement of Compliance" in each of the individual technical parameter.

ABC: €85,500.00 (approximately Php 5,471,786.25)

	Specification	Compliant	Non-compliant
1	Workday cleaning, Mondays to Fridays, from 12:30-5:30pm, except legal holidays in the DE		
	1 cleaner x 5hrs/day x 5 work days = 25 hours per week		
	The services to be provided by the bidder shall cover the following DAILY TASKS		
2	Emptying and cleaning of trash bins in all floors		
3	Cleaning and disinfecting of toilets in all floors		
4	Cleaning/Disinfecting (2) elevators		
5	Vacuuming and/or mopping of floors		
6	Dusting of furniture and equipment		
7	Wiping of tables and interior glass windows		
8	Cleaning of kitchen and pantry fixtures – 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, 6 th floor		
9	Cleaning of Waiting areas in the EG and 1OG		
	The services to be provided by the bidder shall cover the following MONDAY & WEDNESDAY ADDITIONAL TASKS		
10	Vacuuming and mopping of floors		
11	Dusting of furniture and equipment		
12	Wiping of tables and interior glass windows		
13	Ground floor lobby and staircases including handles and grills		
14	Wardrobe in EG		
15	All other offices 1OG- 1DG		
16	All other Hallways in 2OG to 2DG		
17	Hallway in UG, EG, public area of 1F, and at the Ambassador's office		
18	Public areas including counter in 1F		
19	The Ambassador's Office in th 6 th floor including balcony		
20	All other conference rooms, 2OG, and hallways 3OG, 2DG		
	The services to be provided by the bidder shall cover the following TUESDAY & THURSDAY ADDITIONAL TASKS		
21	Clearing of leaves and weeds at ampitheater		
22	Wiping of tables and interior glass windows		
23	Wiping of glass door main entrance		
24	Clearing of cobwebs		
25	Vacuum/Mop stairs/landing areas		

26	6 th floor conference rooms and balcony, and Sentro Rizal at -1		
	The services to be provided by the bidder shall cover the following FRIDAY ADDITIONAL TASKS		
27	Vacuuming and mopping of floors		
28	Dusting of furniture and equipment		
29	Wiping of tables and interior glass windows		
30	All archives and storage rooms (UG – 1DG)		
31	Balcony, 4 OG, and terrace 2DG		
32	Garbage room, ground floor, parking/car elevator, and bicycle		
33	Kitchen and pantry fixtures in the Sentro Rizal basement/-1, 6th floor conference rooms		
	Twice a year (May 2025, December 2025)		
34	Deep cleaning and oiling of wooden floors		
35	All cleaning tools are to be provided by the contractor. Materials for sanitary and kitchen areas like toilet paper, paper towels, and soap are not included.		
36	Cleaning staff (preferably females who can speak English) should be reliable with appropriate training and are covered by social insurance.		
37	Cleaning staff must have a police clearance certificate.		
38	Cleaning staff to be assigned at the Embassy will be interviewed by the Administrative Officer for approval.		
39	There shall be no employer-employee relationship between the Embassy and the contractor's personnel.		
40	The contractor will inform the Embassy of the assigned personnel's leave of absence and his/her replacement/s by official communication (letter/email) a week prior to leave.		
41	The contract enters into effect from 01 January 2026 until 31 December 2026.		

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications and the Schedule of Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have the authority to sign for and on behalf of the partners to the joint venture.

Company _____

Contact Person _____

Address _____

Telephone No. _____

Email _____