



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CHICAGO**



13 January 2025

**REQUEST FOR QUOTATION
(MOVE-IN/OUT DEEP CLEANING OF THE OFFICIAL RESIDENCE OF THE
PHILIPPINE CONSUL GENERAL)**

Sir/Madam,

We would like to request for your lowest price quotation for the item described below, subject to the following:

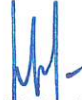
1. Quotations submitted to this Office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved Purchase/Job Order will be served to the supplier/contractor;
2. The Philippine Consulate General reserves the right to reject, or to accept any offer it may deem most advantageous to the Government;
3. Goods/Services supplied or delivered shall be subject to the usual inspection by the Philippine Consulate General's duly authorized representative;
4. Payment will be effected in compliance with the Philippine Government's prescribed accounting and auditing requirements; and
5. Your quotation should include the costs for the following, among others, involving the property at 945 Timberhill Road, Highland Park, Illinois:
 - The company must be able to undertake the comprehensive cleaning of the Official Residence, including:
 - Detailed cleaning of the rooms, including the living room area, the dining room area, basement, and 5 bedrooms. Detailed cleaning shall include, but not limited to: dusting, wiping, polishing of all surfaces, cleaning of mirrors, vacuuming and mopping floors, and sanitizing surfaces.
 - Detailed cleaning of the kitchen, which shall include the following: cleaning of all appliances (both inside and out, such as ovens and microwaves), countertops, cabinets, sinks, and backsplashes. Surfaces shall be scrapped and sanitized to remove grime and food residues.
 - Sanitation of 3.5 bathrooms, including its disinfection. All fixtures, including toilets, bathtubs, showers, sinks, and floors, will be cleaned and sanitized. Mirrors and chrome features will also be polished.
 - Detailing and cleaning of the baseboards, trims, and moldings.
 - Thorough cleaning of all cabinets and closets
 - The company must be able to finish the cleaning by 30 January 2025.

6. Quotations must be submitted to the Philippine Consulate General in Chicago Bids and Awards Secretariat on or before 1700H (5pm) of 20 January 2025. Quotations received after the deadline will not be accepted.
7. The Philippine Consulate General in Chicago reserves the right to reject, or to accept any offer it may deem most advantageous to the Government.

Prepared by:



JANICE KATHLENE E. LOBIEN
Acting Property Officer and
Bids and Awards Committee Secretariat



RICHARD P. OSEA
Bids and Awards Committee Secretariat

Noted by:



RYAN FRANCIS D. GENER
Bids and Awards Committee
Chairperson



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CHICAGO**



TERMS OF REFERENCE


OFFICE : Philippine Consulate General in Chicago

**PROJECT : MOVE-IN/OUT DEEP CLEANING OF THE OFFICIAL
RESIDENCE OF THE PHILIPPINE CONSUL GENERAL**

The Philippine Consulate General in Chicago (Chicago PCG), intends to hire the services of a provider that can conduct move-in/out deep cleaning at the Official Residence of the Philippine Consulate General located at 945 Timberhill Road, Highland Park, Illinois 60035.

Following are the terms of reference for this procurement:

- The company must be able to undertake the comprehensive cleaning of the Official Residence, including:
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 - Thorough cleaning of all cabinets and closets
 - The company must be able to finish the cleaning by 30 January 2025.


J. SUSANA V. PAEZ
Consul General and
Head of Procuring Entity

Chicago, 13 January 2025