



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

29 August 2025




**REQUEST FOR QUOTATION
(PROCUREMENT OF A PROFESSIONAL JUNK REMOVAL COMPANY
FOR THE DISPOSAL OF UNSERVICEABLE PROPERTIES OF THE
PHILIPPINE CONSULATE GENERAL**

Sir/Madame,

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;
5. The Terms of Reference of the Project are attached as **Annex A**.
6. Quotations must be submitted to the Philippine Consulate General in Chicago Bids and Awards Secretariat on or before 1700 (5pm) of 10 September 2025. Quotations received after the deadline will not be accepted; and
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:


ROCYLEYN T. DE LEON
Property Officer and Bids and
Awards Committee
Secretariat


RICHARD P. OSEA
Bids and Awards Committee
Secretariat


CHERYL M. NAVARRO
Bids and Awards Committee
Secretariat

Noted by:


MELVIN C. ALMONGUERA
Bids and Awards Committee Chairperson



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



TERMS OF REFERENCE

OFFICE : Philippine Consulate General in Chicago

**PROJECT : PROCUREMENT OF A PROFESSIONAL JUNK REMOVAL
COMPANY FOR THE DISPOSAL OF UNSERVICEABLE
PROPERTIES OF THE PHILIPPINE CONSULATE GENERAL**

The Philippine Consulate General in Chicago (Chicago PCG) intends to procure a professional junk removal company which will provide services for the disposal of the Consulate's unserviceable properties.

Following are the terms of reference for this procurement:

1. Equipped to handle junk removal/pick-up services of unserviceable/old large pieces of furniture, fixtures and equipment safely and efficiently;
2. To clean up/sweep up the area upon removal of the items;
3. To provide a valid Certificate of Liability Insurance; and
4. Approved Budget for the Contract is US\$ 1,500.00

ELLA KARINA R. MITRA
Consul and Administrative Officer

Chicago, 29 August 2025