



13 January 2025

**REQUEST FOR QUOTATION  
(CLEANING OF AIR VENTS 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 air vents of the Official Residence, including:
    - Deep cleaning of all air ducts and vents in the Official Residence using rotor brush under negative air pressure.
    - Cleaning of all dirt and dust stuck inside air ducts and vents using rotating brushes.
    - 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 : CLEANING OF AIR VENTS OF THE OFFICIAL  
RESIDENCE OF THE PHILIPPINE CONSUL GENERAL**

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The Philippine Consulate General in Chicago (Chicago PCG), intends to hire the services of a provider that can conduct cleaning of air vents 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 air vents of the Official Residence, including:
  - Deep cleaning of all air ducts and vents in the Official Residence using rotor brush under negative air pressure.
  - Cleaning of all dirt and dust stuck inside air ducts and vents using rotating brushes.
  - 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