



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul



## **REQUEST FOR QUOTATION**

The Philippine Embassy in Seoul, Republic of Korea, is inviting companies to submit quotations for its procurement of a one-year contract for cleaning services for its office premises, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas," as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed in **Annex A**.

The last day to submit quotations is Saturday, 20 December 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and pay attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

17 December 2025

# **PROCUREMENT OF A ONE-YEAR CONTRACT FOR CLEANING SERVICES FOR ITS OFFICE PREMISES**

## **TERMS OF REFERENCE**

The Embassy of the Philippines needs to engage the services of a qualified and competent Service Provider that can perform janitorial cleaning services for its office premises, which staff approximately 35 people.

### ***I. Scope of Work***

The Service Provider shall provide cleaning services of high industry standards for premises of approximately 500 pyung. The layout is six floors (Basement, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> [except Room 401], and 5th Floors) comprising office space, conference facilities, and common areas, as well as one elevator.

### ***II. Deliverables***

The Service Provider shall assign one (1) cleaner, who shall include, but not be limited to, the following:

1. Cleaning of office space, meeting rooms, stairways, and common areas;
2. Cleaning of all bathrooms; and
3. Waste Management

### ***III. Work Schedule***

The assigned cleaner shall report for work from Sundays through Thursdays, 12:30 p.m. to 5:30 p.m. (5 hours a day). Further, he/she will be provided with the Philippine Embassy observed holidays, which may not coincide with the Korean national holidays.

### ***IV. Approved Budget for the Contract***

The approved budget for the contract is Twenty-Four Million Korean Won (KRW 24,000,000), inclusive of all applicable fees.

### ***V. Contract Duration***

The Service Provider, upon the signing of the contract, shall render its services for one (1) year as stipulated therein.