



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 contract for the professional cleaning and maintenance of air conditioning units at the Philippine Embassy, 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 Thursday, 18 December 2025, at 12:00 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

15 December 2025

PROFESSIONAL CLEANING OF AIR CONDITIONING UNITS AT THE PHILIPPINE EMBASSY

Terms of Reference

The Embassy of the Republic of the Philippines will engage the services of a qualified service provider for the general cleaning and preventive maintenance of all specified air conditioning units to ensure their efficient and reliable operation.

1. Scope of Work

The Service Provider must perform a comprehensive cleaning and maintenance service for all specified air conditioning units (ACUs), which generally includes the following tasks:

1. Inspection & Testing

Conduct an initial inspection, perform diagnostic tests, and measure operating temperatures, pressures, and electrical parameters.

2. General Cleaning

- Clean and pressure wash evaporator coils, condenser coils, blower wheels, propeller blades, and drain pans
- Flush and clean condensate drain lines to remove mold and algae, potentially using treatment tablets to inhibit future growth.
- Clear or replace air filters
- Clean the interior and exterior cabinet assembly of the units

3. Electrical & Mechanical Checks

- Inspect and tighten all electrical connections and terminals
- Check and lubricate motor parts, bearings, and other rotating components as needed
- Test safety controls and check for abnormal conditions or defective components

4. System Optimization

- Check and adjust refrigerant levels, recharging if necessary (refrigerant costs for top-ups should be separate from the service contract).
- Calibrate thermostats and confirm proper compressor function.

5. Reporting & Follow-up

Submit a detailed service report for each unit upon completion of work, noting all tests carried out, adjustments made, any issues found, and recommendations for significant repairs.

6. Site Upkeep

Ensure all waste materials, rubbish, and debris are removed from the premises immediately after the work is completed.

II. List of ACUs Due for Cleaning and Maintenance

The list of ACUs due for cleaning and maintenance is as follows:

No.	ACU Type	Location
1	Ceiling-mounted	Client waiting area (near the cashier), Room 102
2	Ceiling-mounted	Client waiting area (near the passport encoding area), Room 102
3	Ceiling-mounted	Common Area at the Backend Office, Room 101
4	Ceiling-mounted	1F Toilet Lobby
5	Ceiling-mounted	2F Conference Room
6	Ceiling-mounted	Sentro Rizal Hall (near the stage)
7	Ceiling-mounted	Sentro Rizal Hall (at the back area)

III. Service Provider Qualifications

The Service Provider must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part of their quotation:

Technical	Copy of certifications of technical expertise and experience
Legal	Copy of Business Registration Certificate, issued by the appropriate district tax office

IV. Approved Budget for the Contract

The approved budget for the contract is **One Million Three Hundred Thousand Korean Won** (KRW 1,300,000), inclusive of all applicable fees and taxes, excluding costs for brand-new parts or refrigerant refills, if needed.

V. Warranty

The Service Provider warrants their workmanship for the following period:

1. Ten (10) working days for cleaning issues
2. One (1) year for new parts replaced, if applicable.

VI. Terms of Payment

The Embassy shall pay the Supplier within ten (10) days after fulfillment of the contract.