



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES**  
**菲律賓共和國駐澳門特別行政區總領事館**

**MACAU SAR**

**REQUEST FOR QUOTATION**

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure One (1) Year Janitorial Services and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached Terms of Reference for the procurement **on or before 28 October 2021**. The Consulate accepts open quotations submitted directly through email at [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph). Quotations should not exceed the Approved Budget for the Contract (ABC) of Three and Fifty Thousand Philippine Pesos (PHP 350,000.00) or **Sixty-One Thousand Four Hundred Sixty-Four Macau Patacas and Seventy-Four Avos (MOP61,464.74)** and detailed in the attached Terms of Reference.

Kindly send us the signed copy stating the company's compliance to the said Terms of Reference.

Should you require further clarification, please contact Gina Clemencio at +85366981900 or send a message to [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph).

Very truly yours,

  
**MARIA ANGELICA C. GENOTIVA**  
BAC Chairperson

Macau SAR, 21 October 2021

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation shall be denominated in Macau Patacas and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Philippine Consulate General in Macau SAR reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Units 1404-1406, 14/F AIA Tower, Nos. 251-A-301, Avenida Comercial de Macau, Macau SAR

Tel: (853) 28757111 Fax: (853) 28757227

Website: [www.macaupcg.dfa.gov.ph](http://www.macaupcg.dfa.gov.ph) Email: [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph)

**TERMS OF REFERENCE FOR JANITORIAL SERVICES  
FOR C.Y. 2021**

<b>I.</b>	<p><b>Background</b></p> <p>The Philippine Consulate General in Macau SAR outsources the cleaning of its indoor facilities to a professional janitorial services company.</p>	
<b>II.</b>	<p><b>Objective</b></p> <p>To provide a safe and clean workspace for Philippine Consulate General in Macau SAR's personnel and clients by securing outsourced professional janitorial services.</p>	
<b>III.</b>	<b>Scope of Work</b>	<b>Statement of Compliance</b>
<b>A.</b>	<p><b>General</b></p> <p>The Contractor shall conduct services in the following areas inside Units 1404-1406, AIA Tower, Avenida Comercial de Macau SAR China:</p> <ol style="list-style-type: none"> <li>1. Receiving area</li> <li>2. Conference room</li> <li>3. Consular area</li> <li>4. Visa area</li> <li>5. Hallways</li> <li>6. All rooms (CG, Consul, Records, ATN, AO, FO Server room)</li> <li>7. Pantry</li> <li>8. POLO/OWWA area</li> </ol>	
<b>B.</b>	<p><b>Specific Duties and Responsibilities</b></p> <p>The provider and its personnel shall comply with the specific duties and responsibilities as provided in Annex A (Janitorial Duties and Responsibilities).</p>	
<b>IV.</b>	<p><b>Provider's Obligations:</b></p> <p>The Provider shall:</p>	
<b>A.</b>	<p><b>Observance of Government Regulations</b></p> <p>Comply with all Macau Labor laws, rules and regulations.</p>	
<b>B.</b>	<p><b>Miscellaneous Equipment and Supplies</b></p> <ol style="list-style-type: none"> <li>1. Provide at least two (2) janitorial service personnel.</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Provide its janitorial service personnel with proper personal protective equipment relevant to their tasks, such as but not limited to, gloves and masks for those handling garbage and other refuse.</li> <li>3. Provide its janitorial service personnel with necessary cleaning equipment and supplies. Provide extra cleaning supplies, tools and equipment, not mentioned in the contract if the need arises, at no additional cost to the Consulate.</li> <li>4. Provide its janitorial service personnel with proper uniform/attire and ID/identification at all times.</li> <li>5. In no case shall the janitorial service personnel be allowed to stay within the Consulate's premises after their regular duty, unless deemed necessary by the Administrative Officer (AO) of the Consulate.</li> </ol>	
<b>C.</b>	<p><b>Documentation</b></p> <p>Submit, upon award and/or before the signing of the contract, the following:</p> <ol style="list-style-type: none"> <li>1. The copy of the valid identification of its personnel to the Administrative Officer of the Consulate; and</li> <li>2. Submit at the end of the day to the Administrative Officer, a quality checklist of his work.</li> </ol>	
<b>D.</b>	<p><b>Others</b></p>	
	<ol style="list-style-type: none"> <li>1. Coordinate on a regular basis with the Administrative Officer of the Consulate for purposes of receiving feedback on the janitorial service personnel's performance.</li> </ol>	
	<ol style="list-style-type: none"> <li>2. Limit the number of relievers to a maximum of one (1) person/day. The provider shall notify the Consulate, through the Administrative Officer, of the need for and the name of said reliever at least 1 day before his duty. The provider shall also provide a list of names of relievers with photo to the Consulate, through the Administrative Officer.</li> </ol>	
	<ol style="list-style-type: none"> <li>3. Ensure that its janitorial service personnel shall: <ol style="list-style-type: none"> <li>a. Report to the Consulate, through the Administrative Officer (AO) all broken fixtures in the hallways and other observations, which require immediate attention;</li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>b. Remain at their assigned work areas during assigned work hours. No loitering shall be tolerated;</li> <li>c. Inform their supervisor in case of absence; and</li> <li>d. Have a designated reliever when they file for leaves.</li> </ul>	
<b>V.</b>	<p><b>Contract Duration</b></p> <p>The Contract shall commence on <b>01 November 2021</b> and end on <b>31 October 2022</b>.</p>	
<b>VI.</b>	<p><b>Confidentiality Clause</b></p> <p>The provider shall ensure that each of its personnel assigned to the Consulate shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Consulate prior to the commencement of the service.</p>	
<b>VII.</b>	<p><b>Terms of Payment</b></p> <ol style="list-style-type: none"> <li>1. The Provider shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. <p>Payment of janitorial services shall be based on the actual number of days as reflected in the DTR of personnel. The daily schedule of janitorial services shall be from Sunday to Thursday for at least two (2) hours daily. During regular and special holidays, the Provider shall not require their personnel to report to work. The Consulate shall not be obliged to pay the services rendered during regular and special holidays unless otherwise instructed in writing by the Consulate.</p> </li> <li>2. Payments shall be made within fifteen (15) days upon receipt of the monthly invoice with complete requirements.</li> </ol>	

*Note:* Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]  
 [Name of Bidder's Authorized Representative]  
 [Position]  
 [Date]

## **Annex A**

**Philippine Consulate General in Macau SAR**

# **JANITORIAL DUTIES AND RESPONSIBILITIES**

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## **I. COVERAGE**

The Provider shall conduct services in the following areas inside Units 1404-1406, AIA Tower, Avenida Comercial de Macau SAR China::

1. Receiving area
2. Conference room
3. Consular area
4. Visa area
5. Hallways
6. All rooms (CG, Consul, Records, ATN, AO, FO, Server room)
7. Pantry
8. POLO/OWWA area

## **II. FRIDAYS, SATURDAYS AND HOLIDAYS**

The Provider shall not require janitorial service personnel to report on Fridays and Saturdays and holidays that fall during workdays, unless the Consulate makes a special written request for cleaning services as needed.

## **III. JANITORIAL SERVICE PERSONNEL'S DUTIES AND RESPONSIBILITIES:**

### **A. General**

Cleaning shall cover, but not be limited to, the following:

1. Wall-washing;
2. Washing, mopping, and drying of the Consulate premises, including sidewalls, doors, partitions, sidings, and other parts/portions of the building premises;
3. Daily disinfection of the Consulate premises, especially but not limited to high-traffic areas such as the Consular area, furniture, fixtures as well as offices;
4. High-dusting of walls and ceilings;
5. Dusting and polishing of furniture and fixtures;
6. Spot-cleaning of all offices;
7. Cleaning and wiping of all office equipment, including telephone, intercom and others;
8. Scrubbing, waxing and polishing floors, including the corridors;
9. Cleaning of glass windows, venetian blinds and curtain ledges, glass wall and façade; and
10. Cleaning of garbage cans, and the disposal of garbage from the Consulate premises to the nearest waste disposal area.

## **B. Daily**

The Provider shall provide the following services on a daily basis, Sunday to Thursday for at least two (2) hours daily:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors;
2. Cleaning all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
3. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Consulate's and the host's waste segregation plan;
4. Cleaning, wiping, disinfecting, dusting, damp-wiping and/or polishing of furniture, office tables, glass tops, fixtures, equipment, appliances, light diffusers, window ledges, counters and glass partitions and doors/door knobs;
5. Disinfection of the Consular area, chairs and office tables, counters and glass partitions and doors/door knobs;
6. Cleaning of receptacles and waste containers;
7. Lining of waste bins with appropriate plastic bags and changing them as necessary;
8. Watering of indoor plants; and
9. Damp-wiping of artificial plants and flowers, and cleaning of vases, pots and plant boxes.

## **C. Weekly**

The Provider shall carry-out the following several cleaning services on a weekly basis, every Thursday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
3. Disinfection of the Consular area and all of the Consulate's premises;
4. Damp-wiping and cleaning of venetian/roll-up blinds;
5. General cleaning (washing with detergent) of trash cans/garbage bins;
6. Cleaning and polishing of internal parts of windows and panels;
7. Vacuuming and shampooing of carpets, rugs and upholstered chairs/furniture;
8. Thorough dusting-off and cleaning of office furniture and equipment; and
9. General cleaning (washing with detergent) of trash cans/garbage bins.

## **D. Miscellaneous Works**

1. Reporting to concerned offices defects requiring immediate attention and action, such as busted bulbs, among others;
2. Posting of additional janitorial service personnel during special activities, such as office parties and office relocation; and
3. Other services related to janitorial services as needed.



## **E. Equipment and Supplies**

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Provider directly to the Consulate quarterly and inspected by the Administrative Officer:

1. Wet and Dry Vacuum Cleaner;
2. Rubber made Pro Line Window Squeegee (heavy duty);
3. Multi-Functional Cleaning Janitorial Cart;
4. "CAUTION" Sign
5. Mop Squeezers;
6. Air Freshener (mild liquid);
7. Air Freshener (downy);
8. Disinfectant Spray 19 oz (Lysol or Equivalent) ( Early Morning Breeze or as per end user choice);
9. Black Garbage Bags 30" x 37";
10. Bags 20" X 20";
11. Carpet Shampoo;
12. Chlorox;
13. Concentrated Dishwashing Soap;
14. Fine Steel Wool;
15. Flannel Cloth;
16. Furniture Polish;
17. Glass Cleaner;
18. Towels;
19. Rags;
20. Powdered detergent;
21. Scouring Pad;
22. Stain Remover;
23. Disposable Safety Gloves;
24. Furniture polish/tube
25. Face mask
26. Dust Mop/Flat Mop System;
27. Mop Handle;
28. Mop Head;
29. Broom;
30. Dust Pan (heavy duty);
31. All Purpose Cleaner;
32. Spray Gun;
33. Push Brush; and
34. Metal Polish.