



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
KEDUTAAN BESAR REPUBLIK FILIPINA  
**JAKARTA**

**REQUEST FOR QUOTATION**

Repair and Maintenance Services for the Chancery Building

In line with its 2023 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure services for the repair and maintenance of the Chancery Building.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD1,370.00 or its equivalent in IDR.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than **23 February 2023**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN  
Property Officer and Attaché  
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia  
Tel. No. : 3100334  
Fax No. : 3151167  
Email : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at a conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 20 March 2023

By Authority of the Bids and Awards Committee (BAC)

  
**IHNA ALYSSA MARIE O. SANTOS**  
Chairperson, BAC

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## Terms of Reference

### Repair and Maintenance Services for the Chancery Building

The Approved Budget for Contract (ABC) is USD1,370.00 or its equivalent in IDR.

#### General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.
6. Interested companies must conduct a survey on or before 23 March 2023

#### Scope of Work

Service	Unit	Quantity
1. Replacement of broken ceiling lamp - Uninstall broken ceiling lamp - Install of new ceiling lamp	Piece	1
2. Electric Induction Repair - Check induction electricity - Repair of Induction - Replace broken switch		
3. Replacement of broken AC wall switch - Remove broken AC wall switch - Install of new AC wall switch	Piece	2
4. Repair of Ceiling damage and leak - Check the source of leak - Apply waterproofing coat on the source of leak - Repair and repaint of affected gypsum board	Lot	1
5. Repair and Maintenance of clogged waterway - Clean the waterway area - Pressure wash the waterline to remove debris - Apply and clean waterlines with cleaning chemicals	Line	2
6. Replacement of broken faucet - Check the waterline - Remove broken Faucet - Install of new faucet	Piece	1

7. Repair of toilet sink - Reattach ceramic support and loose faucet	Piece	1
8. Replacement of gate light cables - Excavate the cables from the ground - Disassemble broken cable installation - Install of new cable - Install of pipe cable protector - Connect the cables to the lamp - Install parallel light switch - Project waste cleaning and disposal	Lot	1
9. Repair of water pump machine - Replace broken valve - Replace broken pump capacitor - Replace water moor	Lot	1
10. Repair of broken electrical connections of ceiling lamps - Repair and replace broken electrical connectors	Lot	1

1. The Contractor shall ensure all its personnel are always wearing uniform and company ID cards while inside the Embassy and Official Residence.
2. The contract must follow health and safety protocols:
  - Provide Personal Protective Equipment to technicians during operations; and
  - The Contractor shall follow standard health and safety protocol.

#### Payment terms

1. Payment shall be made within thirty (30) days after the completion of service and receipt of invoice.