



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

REQUEST FOR QUOTATION

Various Repairs

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 various repairs at the Embassy.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD130.00 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 **21 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

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, 17 February 2023

By Authority of the Bids and Awards Committee (BAC)


IHNA ALYSSA MARIE O. SANTOS
Chairperson, BAC

Terms of Reference

Various Repairs

The Approved Budget for Contract (ABC) is USD130.00 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.

Scope of Work

Service	Qty	Unit
Repair of the Electric Panel <ul style="list-style-type: none">• Unload Electric Box Panel• Repair Electric Box Panel• Reinstall Electric Box Panel	Lot	1
Repair/Replacement of Lamp Fittings	Piece	2
Repair of washing machine thermostat	Piece	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.