



December 22, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified persons for cleaning services for PDOT Office on January to April 2024 in London.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before December 28, 2023 , [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk) or [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk) .

Thank you and we look forward to receiving your proposals.

Sincerely yours,

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London



## TERMS OF REFERENCE

Project Title : Office Cleaner for PDOT London Office  
Job Specification : Provision of Cleaning Services for PDOT London Office  
Duration : Jan. to April 2024

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) London Office is occupying an office space at the Philippine Embassy - London, at no. 10 Suffolk Street, SW1Y 4HG. This office houses five (5) PDOT London staff including two (2) regular DOT personnel, one (1) local hire and two (2) project/ part time hires. The office needs one additional part time staff to provide daily cleaning services for January to April 2024.

### PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) London Office needs the services of an office cleaner who will clean and maintain the orderliness and cleanliness of the office daily for the period of January to April 2024.

#### Objectives :

- To provide daily cleaning services and ensure the cleanliness, orderliness of the PDOT London Office.
- To ensure that PDOT London office is conducive for work for all PDOT London staff;
- To ensure that PDOT London complies with the cleanliness and upkeeping policy of the Philippine Embassy London
- To ensure a healthy and safe working environment for the PDOT London Staff

### II. CAPABILITY REQUIREMENTS

- Must be a London-based/ resident individual
- Must have experience in cleaning and maintenance services in the past
- Must be willing to provide the services on a send-bill arrangement

### IV. DELIVERABLES/ REQUIRED GOODS

- A. Daily cleaning of the PDOT London Office and its premises
- B. Daily disposable of office garbage
- C. Assistance to PDOT London staff in doing errands related to office functions
- D. Maintenance of office basic supplies i.e. drinking water in the dispenser, garbage liners in garbage bins, etc.
- E. Other errands required by the attaché as needed

### V. DELIVERY DATE

The above service is needed from January to April 2024.

The winning quotation/ proposal will be based on the lowest proposed bid price and compliance to the required specifications of the requested service.

Prepared by:

A handwritten signature in blue ink, appearing to read "Gerard O. Panga".

GERARD O. PANGA  
Tourism Attaché  
Philippine Department of Tourism-London