

REQUEST FOR QUOTATION

25 February 2024

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to select a company for the provision of an office girl worker services from 01 April 2024 to 31 December 2024. In this regard kindly provide quotation for the following conditions:

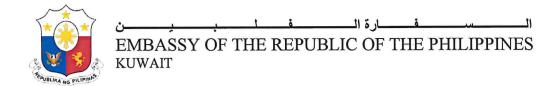
Quantity	Unit	Item Description
1	unit	 Provision of office girl services from 01 April 2024 to 31 December 2024; Provision of one (01) female trained worker; On duty for eight (08) hours a day, six (06) days a week;

Please submit on or before **04 March 2024** a signed quotation for the provision. Should you require further clarifications, please contact the Embassy at telephone number +965 6500 2612 and e-mail bac.kuwaitpe@gmail.com or kuwait.pe@dfa.gov.ph.

RFQ-02-24-0005

Very truly yours,

Chairperson, Bids and Awards Committee



TERMS OF REFERENCE

- 1. **OBJECTIVE AND RATIONALE** This invitation to Bid is for engaging the services for provision of office-related services for the embassy.
- DURATION AND SCOPE Period: Monthly contract from 01 April 2024 to 31 December 2024.
- 3. **DELIVERY** The provider must provide office-related services to the embassy.
- 4. **BID PRICE** The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
- 5. **PAYMENT PROCEDURE** Payment for the services will be for the next Fifteen (15) days upon the provision of services, in Cheque.