



## 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	<ul style="list-style-type: none"><li>• Provision of office girl services from 01 April 2024 to 31 December 2024;</li><li>• Provision of one (01) female trained worker;</li><li>• On duty for eight (08) hours a day, six (06) days a week;</li></ul>

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](mailto:bac.kuwaitpe@gmail.com) or [kuwait.pe@dfa.gov.ph](mailto:kuwait.pe@dfa.gov.ph).

RFQ-02-24-0005

Very truly yours,

  
**JOSEL N. MOSTAJO**  
Chairperson, Bids and Awards Committee



السفارة الفلبينية  
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
KUWAIT

### 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.
2. **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.