



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**EMBAJADA DE LA REPUBLICA DE FILIPINAS**  
**MADRID, SPAIN**



**REQUEST FOR QUOTATION**

The Philippine Embassy in Madrid, Spain requests quotation for the project for the Repair and Refurbishment of the Consular Section Service Counter and Glass Window.

The proposed contract duration for the said project is on 22 December 2025 – 31 March 2026 (negotiable).

Approved Budget for  
the Contract : € 23,000.00 all in

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines as amended by RA No. 12009, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

Please see the attached Terms of Reference.

Your company may submit its quotation on or before 17 November 2025.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 450823, e-mail addresses: **madrid.pe@dfa.gov.ph**, and **jefferson.ferrer@dfa.gov.ph**.

Madrid, 22 August 2025

  
**ERIC P. VALENZUELA**  
Chairperson, Bids and Awards Committee

## TERMS OF REFERENCE

### **Repair and Refurbishment of the Consular Section Service Counter and Glass Window**

#### **I. Objective**

The project covers the repair, replacement, and refurbishment of the public service counter and service window at the Consular Section to improve functionality, security, and overall service delivery to the public.

Repair and Refurbishment of the Consular Section Service Counter and Glass Window

The Embassy intends to undertake the following:

- General works;
- Removal and dismantling works;
- Replacement of service glass window;
- Reconstruction and refurbishment of service counter;
- Internal counter workspace improvements;
- Finishing works;
- Installation of electrical and internet system;
- Disposal of debris and removed materials.

#### **II. Contractor's Qualifications**

The Contractor must be a reputable company located in Madrid, Spain or with business address in Madrid or nearby areas, with at least five (5) years of experience in the concerned field, financially capable, duly licensed and registered in Spain.

#### **III. Contractor's Responsibilities**

The Contractor is responsible for executing the repair, replacement, and refurbishment of the public service counter and service window at the Consular Section in accordance with the Architectural Drawings, Design, Scope of Works and Technical Specifications reviewed and approved by the Embassy of the Philippines in Madrid.

Any changes in Architectural Plan, Design, Drawings, Scope of Works and Technical Specifications shall be subject to approval by the Embassy of the Philippines.

The Contractor shall provide project management services for the duration of the project, This includes the preparation of a detailed project schedule, quality control, and monitoring

of the construction progress. The Contractor shall ensure that the project is completed on time and within the budget.

#### IV. Project Execution

The Contractor shall provide all necessary labor, materials, equipment, and services to complete the repair, replacement, and refurbishment of the public service counter and service window at the Consular Section in accordance with the technical specifications, applicable codes, and local industry standards in *Spain and those set by the Philippine Embassy*. This ensures that the project meets the necessary quality, safety, and legal standards.

#### V. Compliance

The Contractor shall comply with all applicable local Spanish laws and regulations, including but not limited to building codes, fire codes, and environmental regulations. This ensures that the project meets all necessary legal and regulatory requirements, avoiding any potential legal or safety issues.

#### VI. Scope of Work

SCHEDULE	Check-in	Conduct of Activity	Check-out (Negotiable, subject to written explanation from the winning bidder)
	22 December 2025	31 March 2026	31 March 2026
<b>Overall Schedule Proposal / Venue</b>	22 December 2025 – 31 March 2026, Embassy of the Philippines, Calle Eresma 2, Madrid, Spain		
<b>Project detail</b>	Repair and Refurbishment of the Consular Section Service Counter and Glass Window, Embassy of the Philippines in Madrid, Calle Eresma 2, 28002, Madrid Spain. <ul style="list-style-type: none"> <li>- General works;</li> <li>- Removal and dismantling works;</li> <li>- Replacement of service glass window;</li> <li>- Reconstruction and refurbishment of service counter;</li> <li>- Internal counter workspace improvements;</li> <li>- Finishing works;</li> <li>- Installation of electrical and internet system;</li> </ul>		

I hereby submit my quotation for the Repair and Refurbishment of the Consular Section Service Counter and Glass Window

Signature above printed name: \_\_\_\_\_

Name of the Company: \_\_\_\_\_