



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7613877
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title DISINFECTION AND SANITATION TREATMENT SERVICES
Area of Delivery Metro Manila

Solicitation Number:	21-04-0365	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	1
Category:	Services	Date Published	19/04/2021
Approved Budget for the Contract:	PHP 998,400.00	Last Updated / Time	19/04/2021 00:00 AM
Delivery Period:	1 Year/s	Closing Date / Time	22/04/2021 17:00 PM
Client Agency:			
Contact Person:	Angela Estribor Rodrigo Project Management Officer B 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203 bac@pea.gov.ph		

Description

DOCUMENTARY REQUIREMENTS:
1. Accomplished Quotation Form and Specifications Form (SEE ATTACHED)
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit[1,2]
4. Omnibus Sworn Statement[3]
5. Secretary Certificate (for corporation or partnership)
6. Latest Income/Business Tax Returns

Note:

[1]Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
[2]Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).
[3]Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

QTY. UNIT DESCRIPTION

1 lot DISINFECTION AND SANITATION TREATMENT SERVICES
Terms of Reference Attached

Coverage:

The procurement shall cover the implementation of cleaning and destruction of viruses, bacteria, and fungi on surfaces to prevent the spreading of viruses in the Philippine Reclamation Authority (PRA) Legaspi Towers 200 main office.

Approved Budget for the Contract (ABC):

Php 998,400.00 / One (1) Year Contract
Php 20,800.00 / session (48 sessions)

Description of Service:

- ❖ Spraying/disinfecting of all equipment in the work areas (computers, air-condition units, etc.).
- ❖ Misting and space spraying inside the premises of the PRA offices including common areas at the 6th, 7th, 8th & 9th).
- ❖ Misting the inside and outside of PRA service vehicles parked in the basement.
- ❖ Spraying and wiping of walls, other small and large surfaces and door knobs.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	DISINFECTION AND SANITATION TREATMENT SERVICES	See Terms of Reference	1	Lot	998,400.00

Other Information

ONLINE SUBMISSION IS PREFERRED. If you submitted to PRA Office, kindly inform BAC Secretariat thru email.

Created by Angela Estribor Rodrigo

Date Created 13/04/2021



Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City
Tel. No. 459-5000 loc. 7203

QUOTATION FORM

_____ Date

SUPPLIER: _____

PhilGEPS Registry No. _____

ADDRESS: _____

TIN. NO.: _____

TEL. NO.: _____

WEBSITE: _____

E-MAIL: _____

INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES**, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). **ONLINE SUBMISSION IS PREFERRED**. If you submitted to PRA Office, kindly inform BAC Secretariat thru email.

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	1	lot	DISINFECTION AND SANITATION TREATMENT SERVICES			
			Terms of Reference Attached			
			Contract period: One (1) Year			
			Approved Budget for the Contract: Php 998,400.00 ONLY			

- Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

Terms and Conditions (FILL-OUT AND COMPLY REQUIREMENTS):

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s: Delivery Pick-up within ____ calendar days (c.d.) upon receipt of Purchase Order (P.O.).
3. Warranty period: Not Applicable Applicable warranty period shall be _____.
4. Indicate if quotation is: VAT inclusive Non-VAT (**attach certification**).
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184:
 - Valid PhilGEPS Registration Number**
 - Mayor's/Business Permit^{1,2}**
 - Latest Income/Business Tax Returns**
 - Omnibus Sworn Statement (include Secretary Certificate for partnership or corporation)³**
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
TOTAL	7%	5%

QUOTED BY:

Signature

Printed Name

Position

¹ Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration No.
² Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

³ Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

TERMS OF REFERENCE
DISINFECTION AND SANITATION TREATMENT (DAST)

Coverage:

The procurement shall cover the implementation of cleaning and destruction of viruses, bacteria, and fungi on surfaces to prevent the spreading of viruses in the Philippine Reclamation Authority (PRA) Legaspi Towers 200 main office.

Approved Budget for the Contract (ABC):

Php 998,400.00 / One (1) Year Contract
Php 20,800.00 / session (48 sessions)

Description of Service:

- ❖ Spraying/disinfecting of all equipment in the work areas (computers, air-condition units, etc.).
- ❖ Misting and space spraying inside the premises of the PRA offices including common areas at the 6th, 7th, 8th & 9th).
- ❖ Misting the inside and outside of PRA service vehicles parked in the basement.
- ❖ Spraying and wiping of walls, other small and large surfaces and door knobs.

Terms and conditions:

1. The Supplier/Service provider must have the required necessary governmental permit or license to operate as disinfection /sanitation services company/entity.
2. Substance/chemical mixture to be used for disinfection must be FDA approved disinfectant products/solutions with efficacy against SARS COV 2 and its variant (corona virus).
3. The disinfection and sanitation routine services should be performed on a weekly basis, preferably every weekend or on an agreed schedule with the presence of an authorized PRA personnel who will monitor the disinfection and sanitation activities.
4. Any request for additional services/session which would exceed the scheduled service within the year shall entail additional cost amounting to the per session charge.
5. The quantity of disinfection chemical/solution shall cover the whole (a total area of at least 3,000 sq. meter) of PRA office spaces/premises, which are located at the 6th, 7th, 8th, and 9th floors of the Legaspi Towers 200 Building, Paseo De Roxas, Legaspi Village, Makati City.
6. In case, where the PRA main office, part or whole, shall transfer temporarily to another site due to office renovation and such other reason/s, the Supplier/Service provider shall perform the disinfection/sanitation activities at the said new site. Provided that

the temporary site is within five (5) kilometer radius from Legaspi Towers 200. Any excess quantity of chemical/solution shall be sprayed/used in the main office.

7. The routine services shall be a one time/one day schedule treatment and shall cover all the areas in order for the Supplier's complete team and equipment mobilization.
8. The Supplier shall observe all safety precautions throughout the performance of this treatment.
9. The Supplier guarantees to deliver and render efficient and effective services in accordance with PRA requirement.
10. The Supplier warrants that it has the experience, workers, equipment and materials necessary to comply with its obligations.
11. The price of the disinfection/sanitation treatment (inclusive of disinfectant, chemicals equipment, labor and all applicable taxes) shall be fixed during the duration of the contract.
12. The Supplier, after completion of service /session, shall submit to the authorized PRA employee monitoring the activities a completion report for approval.
13. The Supplier shall hold PRA free and harmless from any liability from any accidents and injury that may happen to its personnel during the course of the disinfection and sanitation service
14. Payment of services shall be on a monthly basis.

Re-entry period: At least 3 hrs. after the session.

WARRANTY AND REPRESENTATION

The Supplier/ Service provider warrants and represents that all the chemicals that we will used at all the PRA office premises shall be safe, environment friendly and registered with the Food and Drugs Administration (FDA) and approved for use in food establishments such as restaurants, hotels and other commercial and domestic premises. The chemicals shall be applied according to the manufacturer's recommendation.

Area coverage: approx. 3,000 sq. meter. All PRA office premises at the Legaspi Towers 200 or at the transfer site in which case shall not exceed the total area comprising the PRA offices

Payment: Seven (7) working days after receipt of billing.

Prepared by: _____

Reviewed

SANCHO GLENN A. LASTIMOSA
Acting Division Manager – GSD

ROLANDO V. MAJADAS
Manager, Admin. Services Dept.