



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	8713600
<b>Procuring Entity</b>	PHILIPPINE RECLAMATION AUTHORITY
<b>Title</b>	Disinfection and Sanitation Treatment
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	22-04-0285	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	01/06/2022
<b>Approved Budget for the Contract:</b>	PHP 998,400.00	<b>Last Updated / Time</b>	01/06/2022 00:00 AM
<b>Delivery Period:</b>	1 Year/s	<b>Closing Date / Time</b>	06/06/2022 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Angela Rodrigo BAC Secretariat Member 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

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS --

REQUIRED SUPPORTING DOCUMENTS (attachment to your quotation):

1. Accomplished Quotation and Specifications Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit for 2022
4. Notarized Omnibus Sworn Statement (with notarized Secretary Certificate for partnership or corporation)
5. Latest Income/ Business Tax Returns

Please use PDF (preferred) or IMAGE file extension for email submission.

Good day!

May we invite you to submit a quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the required supporting documents. You can send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNOG Compound  
Energy Center, Rizal Drive  
Bonifacio Global City  
Fort Bonifacio, Taguig City

You may also email your proposal to bac@pea.gov.ph for the attention of BAC Secretariat. Online submission is preferred. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

You may write your queries and concerns to bac@pea.gov.ph.

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Disinfection and Sanitation Treatment	One (1) year contract	1	Lot	998,400.00

#### Other Information

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at [www.pea.gov.ph](http://www.pea.gov.ph).

Submission of proposals in hardcopy and the delivery of the items being procured is at:

Bldg. 3 PNOG Compound  
Energy Center, Rizal Drive  
Bonifacio Global City  
Fort Bonifacio, Taguig City

**Created by** Angela Rodrigo

**Date Created** 31/05/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**PHILIPPINE RECLAMATION AUTHORITY**

7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati  
 Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662  
 Website: www.pea.gov.ph • Email: info@pea.gov.ph

**REQUEST FOR QUOTATION (SVP more than ₱500,000.00)**

**Date:** \_\_\_\_\_

Project Name:	<b>Disinfection and Sanitation Treatment, One (1) Year Contract</b>	PhilGEPS Ref. No.:	<b>8713600</b>
		Approved Budget for the Contract (ABC):	<b>₱ 998,400.00</b>
		Closing Date:	<b>June 06, 2022</b>

**INSTRUCTIONS:**

<ol style="list-style-type: none"> <li>1. Do not alter the contents of this form in any way.</li> <li>2. Bidder shall provide correct and accurate information required in this form.</li> <li>3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li> <li>4. If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ.</li> <li>5. 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).</li> <li>6. Indicate the brand name of the offered item/s (if applicable).</li> <li>7. The Technical Specifications must be complied with. Failure to do so shall render the quotation ineligible/disqualified.</li> <li>8. For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li> <li>9. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). <b>ONLINE SUBMISSION IS PREFERRED.</b></li> <li>10. Quotations, including documentary requirements, received after the Closing Date/Deadline shall not be accepted.</li> <li>11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> </ol>	<p><b><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></b></p> <ul style="list-style-type: none"> <li>✓ Valid PhilGEPS Registration Number</li> <li>✓ Mayor's/Business Permit for 2022</li> <li>✓ Notarized Omnibus Sworn Statement</li> <li>✓ (With Secretary Certificate for partnership/ corporation)</li> <li>✓ Latest Income/ Business Tax Returns</li> </ul> <p><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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**SUPPLIER INFORMATION (Fill-out completely):**

Company Name:	PhilGEPS Reg. No.:	
	TIN:	
Address and Website	Email Address:	
	Contact Number:	

**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	1	lot	<b>Disinfection and Sanitation Treatment, One (1) Year Contract</b> Location: PNOC Bldg. 3 (GF, 2F & 3F) and Bldg. 4A GF. See attached Terms of Reference  == NOTHING FOLLOWS ==			
<b>GRAND TOTAL IN PHILIPPINE PESO:</b>						

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

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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**TERMS AND CONDITIONS** (Fill-out completely the required information):

1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Availability of item/s:
  - Delivery                      Within \_\_\_\_\_ calendar days (c.d.) upon
  - Pick-up                         receipt of Purchase Order (P.O.)
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
5. Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
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. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VARIABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

**TECHNICAL SPECIFICATIONS**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>Description of Services:</b></p> <ul style="list-style-type: none"> <li>Spraying/disinfecting all equipment in the work areas (computers, air-conditioning units, etc.).</li> <li>Misting and space spraying inside the premises of the PRA offices including common areas at PNOG Bldg. 3 (GF, 2F &amp; 3F) and Bldg. 4A GF.</li> <li>Misting the inside and outside of PRA service vehicles parked in the allotted PNOG parking spaces.</li> <li>Spraying and wiping of walls, other small and large surfaces, and doorknobs.</li> </ul> <p><b>Area Coverage:</b> At least 1,335.45 sq. m. covering all PRA office premises at PNOG Bldg. 3 and 4A or at the main office at Legaspi Towers 200 Building, in which case shall not exceed the total area comprising the PRA office/premises.</p> <p><b>Other:</b> The Supplier/Service Provider warrants and represents that all the chemicals that will be used at all PRA office premises shall be safe, environmentally friendly and registered with the Food and Drug 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.</p> <p align="center"><b>== SEE ATTACHED TOR FOR COMPLETE DETAILS ==</b></p>		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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**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) Office at Philippine National Oil Company (PNOC) Bldg. 3 and 4A temporary offices and other areas deemed applicable.

**Approved Budget for the Contract (ABC):**

**Php 998,400.00/ One (1) Year Contract**

Php 19,200.00/ session (52 sessions)

**Description of Service:**

- Spraying/disinfecting all equipment in the work areas (computers, air-conditioning units, etc.).
- Misting and space spraying inside the premises of the PRA offices including common areas at PNOC Bldg. 3 (GF, 2F & 3F) and Bldg. 4A GF.
- Misting the inside and outside of PRA service vehicles parked in the allotted PNOC parking spaces.
- Spraying and wiping of walls, other small and large surfaces, and doorknobs.

**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 variants.
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 on the areas stipulated in the "Description of Services" 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 PRA office space/premises located at Bldgs. 3 and 4A, PNOC Compound, Energy Center, Bonifacio Global City, Taguig with a total estimated floor area of at least 1,335.45 sq. m. (Bldg 3 – 1,016 sq. m., Bldg 4A – 319.45 sq. m.).
6. In case of completion of renovation of the PRA Head Office at Legaspi Towers 200 in Makati City during the effectivity of the contract, the disinfection and sanitation service of the Supplier/ Service Provider shall be transferred and be performed at said PRA Head Office. Any excess quantity of chemical/solution shall be sprayed/used in the PNOC office or at the PRA Head Office, as the case may be.
7. The routine services shall be a one time/one day schedule treatment and shall cover all the areas for the Supplier's complete team and equipment mobilization.
8. The Supplier is responsible for the observance of 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 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 will be used at all PRA office premises shall be safe, environmentally friendly and registered with the Food and Drug 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:** At least 1,335.45 sq. m. covering all PRA office premises at PNOB Bldg. 3 and 4A or at the main office at Legaspi Towers 200 Building, in which case shall not exceed the total area comprising the PRA office/premises.

**Payment:** Ten (10) working days after receipt of billing.

Prepared by:

Reviewed by:

**SANCHO GLENN A. LASTIMOSA**  
*Acting Division Manager – GSD*

**ROLANDO V. MAJADAS**  
*Manager, Admin. Services Dept.*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.



*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

NOTARY PUBLIC

Doc. No.: \_\_\_\_\_;  
Book No: \_\_\_\_\_;  
Series of 20\_\_.