



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th 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.pca.gov.ph • Email: info@pca.gov.ph

REQUEST FOR QUOTATION (Small Value Procurement)

PROJECT INFORMATION:		Approved Budget for the Contract (ABC):	₱ 468,000.00 ONLY
Project Name:	DISINFECTION SERVICES	Quotation Issue Date:	20 June 2023
PhilGEPS Ref. No.:	9863767	Quotation Closing Date:	23 June 2023

SUPPLIER INFORMATION (Fill-out completely):

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

INSTRUCTIONS:

<ol style="list-style-type: none"> 1. Do not alter the contents of this form in any way. 2. Bidder shall provide correct and accurate information required in this form AND SIGN ALL PAGES. 3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative. 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. 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). 6. Indicate the brand name of the offered item/s (if applicable). 7. Indicate compliance of the Technical Specifications. Non-compliant proposals shall render the quotation ineligible/disqualified. 8. For EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES, attach appropriate documents to the said effect. 9. E-mail duly accomplished form and documentary requirements to bac@pca.gov.ph or submit them in hard copy to PRA Office (BAC Secretariat). 10. Quotations, including documentary requirements, received after the Quotation Closing Date shall not be accepted. 11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 	<p>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</p> <ul style="list-style-type: none"> ✓ Valid PhilGEPS Registration Number ✓ Valid Mayor's/Business Permit ✓ <u>Notarized</u> Omnibus Sworn Statement <ul style="list-style-type: none"> ✓ For Partnership or Corporation, include Notarized Secretary Certificate ✓ For Sole Proprietor, include Special Power of Attorney, if applicable ✓ For Partnership or Corporation: <u>Notarized</u> Secretary Certificate <p style="text-align: right;"><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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OFFICIAL QUOTATION FROM THE SUPPLIER:

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	1	lot	Disinfection Services			
			See Technical Specifications for other requirements			
			-nothing follows-			
GRAND TOTAL IN PHILIPPINE PESO*:						
<i>Proposal exceeding the ABC shall be automatically disqualified and shall not be evaluated.</i>						

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

Authorized Representative: _____ (Sign ALL Pages)		
Signature Over Printed Name	Position	Date

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. Contract Duration: **One (1) Year** (REFER TO THE ATTACHED TOR) calendar days
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

Bidder must indicate compliance with the requirements listed in the table below:

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><u>DISINFECTION SERVICES – One (1) Year Contract (52 Sessions)</u></p> <p><u>Description of Service:</u></p> <ul style="list-style-type: none"> • 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. • Spraying and wiping of walls, other small and large surfaces, and doorknobs. 		
<p><u>Terms and Conditions:</u></p> <ol style="list-style-type: none"> 1. The Supplier/Service provider must have the required necessary governmental permit or license to operate as disinfection service 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 routine services should be performed on a weekly basis, preferably during weekend or on an agreed schedule with the presence of an authorized PRA personnel who will monitor the disinfection activities. 		

Authorized Representative: _____	(Sign ALL Pages)
Signature Over Printed Name _____	Position _____
	Date _____

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS														
<p>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.</p> <p>5. The quantity of disinfection chemical/solution shall cover the whole PRA office space/premises located at Legaspi Towers 200 Bldg., 107 Paseo de Roxas St. Legaspi Village, Makati City with a total estimated floor area of at least 2,794.28 sqm., breakdown as follows:</p> <table border="1" data-bbox="242 555 892 790"> <thead> <tr> <th>Areas</th> <th>Floor Area</th> </tr> </thead> <tbody> <tr> <td>5th Floor (Mezzanine)</td> <td>50.00 sqm</td> </tr> <tr> <td>6th Floor</td> <td>222.20 sqm</td> </tr> <tr> <td>7th Floor</td> <td>1,156.80 sqm</td> </tr> <tr> <td>8th Floor</td> <td>1,156.80 sqm</td> </tr> <tr> <td>8th Floor (Penthouse)</td> <td>208.48 sqm</td> </tr> <tr> <td>TOTAL</td> <td>2,794.28 sqm</td> </tr> </tbody> </table> <p>6. 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.</p> <p>7. The Supplier is responsible for the observance of all safety precautions throughout the performance of this treatment.</p> <p>8. The Supplier guarantees to deliver and render efficient and effective services in accordance with PRA requirement.</p> <p>9. The Supplier warrants that it has the experience, workers, equipment, and materials necessary to comply with its obligations.</p> <p>10. The price of the disinfection services (inclusive of disinfectant, chemicals equipment, labor, and all applicable taxes) shall be fixed during the duration of the contract.</p> <p>11. The Supplier, after completion of service/session, shall submit to the authorized PRA employee monitoring the activities a completion report for approval.</p> <p>12. 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 service.</p> <p>13. Payment of services shall be on a monthly basis.</p> <p>Re-entry period: At least 3 hrs. after the session.</p>	Areas	Floor Area	5th Floor (Mezzanine)	50.00 sqm	6th Floor	222.20 sqm	7th Floor	1,156.80 sqm	8th Floor	1,156.80 sqm	8th Floor (Penthouse)	208.48 sqm	TOTAL	2,794.28 sqm		
Areas	Floor Area															
5th Floor (Mezzanine)	50.00 sqm															
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7th Floor	1,156.80 sqm															
8th Floor	1,156.80 sqm															
8th Floor (Penthouse)	208.48 sqm															
TOTAL	2,794.28 sqm															
<p>WARRANTY AND REPRESENTATION</p> <p>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</p>																

Authorized Representative: _____		(Sign ALL Pages)
Signature Over Printed Name	Position	Date

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p>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>Area coverage: At least 2,794.28 sqm. covering all PRA office premises at Legaspi Towers 200 Building, in which case shall not exceed the total area comprising the PRA office/premises.</p> <p>Payment: Ten (10) working days after receipt of billing.</p>		
<p><i>--nothing follows--</i></p>		

Authorized Representative: _____ (Sign ALL Pages)		
Signature Over Printed Name	Position	Date

TERMS OF REFERENCE
DISINFECTION SERVICES (DS)

Coverage:

The procurement shall cover the implementation of cleaning, misting and disinfection of viruses, bacteria, and fungi on office surfaces to prevent the spread of viruses, bacteria and other microorganism in the Philippine Reclamation Authority (PRA) Office at Legaspi Towers 200 Bldg., 107 Paseo de Roxas St. Legaspi Village, Makati City and other areas deemed applicable.

Approved Budget for the Contract (ABC):

Php 468,000.00/ One (1) Year Contract
Php 9,000.00/ 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.
- 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 service 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 routine services should be performed on a weekly basis, preferably during weekend or on an agreed schedule with the presence of an authorized PRA personnel who will monitor the disinfection 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 Legaspi Towers 200 Bldg., 107 Paseo de Roxas St. Legaspi Village, Makati City with a total estimated floor area of at least 2,794.28 sqm., breakdown as follows:

Conforme:

(Name and Signature)

Areas	Floor Area
5 th Floor (Mezzanine)	50.00 sqm
6 th Floor	222.20 sqm
7 th Floor	1,156.80 sqm
8 th Floor	1,156.80 sqm
8 th Floor (Penthouse)	208.48 sqm
TOTAL	2,794.28 sqm

6. 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.
7. The Supplier is responsible for the observance of all safety precautions throughout the performance of this treatment.
8. The Supplier guarantees to deliver and render efficient and effective services in accordance with PRA requirement.
9. The Supplier warrants that it has the experience, workers, equipment, and materials necessary to comply with its obligations.
10. The price of the disinfection services (inclusive of disinfectant, chemicals equipment, labor, and all applicable taxes) shall be fixed during the duration of the contract.
11. The Supplier, after completion of service/session, shall submit to the authorized PRA employee monitoring the activities a completion report for approval.
12. 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 service.
13. 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 2,794.28 sqm. covering all PRA office premises 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:

CHERYL MARIE H. MICLAT
Acting Division Manager – GSD

ROLANDO V. MAJADAS
Manager, Admin. Services Dept.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9863767
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title DISINFECTION SERVICES
Area of Delivery Metro Manila

Solicitation Number: 23-06-0604	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods - General Support Services	Bid Supplements	0
Category: Services		
Approved Budget for the Contract: PHP 468,000.00	Document Request List	0
Delivery Period: 1 Year/s		
Client Agency:	Date Published	20/06/2023
Contact Person: Angela Rodrigo BAC Secretariat Member PNOC Bldg. 3, PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202 bac@pea.gov.ph	Last Updated / Time	19/06/2023 15:47 PM
	Closing Date / Time	23/06/2023 17:00 PM

Description

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS --

ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION:

1. Accomplished Quotation and Specifications Form
2. PhilGEPS Number
3. PhilGEPS Platinum Certificate in lieu of Mayor's/Business Permit
4. Mayor's/Business Permit
5. Notarized Omnibus Sworn Statement
6. For Partnership/Corporation: Notarized Secretary Certificate
7. For Sole Proprietor: Special Power of Attorney (if applicable)

NOTE: 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 out the attached quotation form and submit the same with the required supporting documents. You may send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNOC 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. 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 SERVICES	See Quotation Form and terms of Reference	1	Lot	468,000.00

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.

Submission of proposals in hardcopy is at:
Bldg. 3 PNOC Compound
Energy Center, Rizal Drive
Bonifacio Global City
Fort Bonifacio, Taguig City

Created by Angela Rodrigo

Date Created 19/06/2023

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