

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-119
Posting Date: August 3, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the “*Disinfection Services*” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Disinfection Services
Approved Budget : Two Hundred Thousand Pesos (P200,000.00)
for the Contract
Specifications : Please see attached Annex “A”
Delivery Schedule : Please see attached Schedule of Requirements

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement (original and notarized);
4. Compliance to the Technical Specifications (Annex “A”); and
5. Accomplished Price Quotation Form (Annex “B”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of August 7, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 370-1716 local 129 or via e-mail at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1716 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Instruction: Bidder must state "Comply" in the column "Statement of Compliance" against each of the individual parameter of each "Requirement". Please do not just place check in the bidder's statement of compliance.

SPECIFICATION	STATEMENT OF COMPLIANCE
Supply of labor, tools, equipment, materials, supervision and all operations necessary for the Disinfection Services.	
The Service Provider shall be responsible for providing qualified and trained personnel to undertake disinfecting of the premises.	
Chemicals/solutions to be used by the Supplier must be approved by the Food and Drug Administration (FDA).	
<p>Areas to be Treated:</p> <p>Area A: Quezon City Reception House No.100, 11th Street, Barangay Mariana New Manila, Quezon City Area: 2,090 square meters</p> <p>Area B: 7th Floor, Ben-Lor Building 1184 Quezon Avenue, Quezon City Area: 1,193 square meters</p>	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

PRICE QUOTATION FORM

 Date
The Administrative Division

Office of the Vice President
 7th Floor, Ben-Lor Building
 1184 Quezon Avenue, Quezon City

Sir/Madam:

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Quantity	Cost per Treatment	Total Price
Disinfection Services	Area A	8 treatments		
	Area B	8 treatments		
	Total (inclusive of VAT)			

- (2) We undertake to deliver above services per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Name of Company

 Contact Number

Schedule of Requirements:

Item	Area to be Treated	Description	Treatment Date
1	Area A	1 st Treatment	August 9, 2020
2	Area B		August 8, 2020
3	Area A	2 nd Treatment	August 16, 2020
4	Area B		August 15, 2020
5	Area A	3 rd Treatment	August 23, 2020
6	Area B		August 22, 2020
7	Area A	4 th Treatment	August 30, 2020
8	Area B		August 29, 2020
9	Area A	5 th Treatment	September 6, 2020
10	Area B		September 5, 2020
11	Area A	6 th Treatment	September 13, 2020
12	Area B		September 12, 2020
13	Area A	7 th Treatment	September 20, 2020
14	Area B		September 19, 2020
15	Area A	8 th Treatment	September 27, 2020
16	Area B		September 26, 2020

Note: Subject to change during actual implementation, as may be determined by the Chief of the Administrative Division

CONFORME:

Signature Over Printed Name