

Request for Quotation

January 5, 2022

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2022.01.009

PR No. 1.011

Requirements : Office Disinfection Services of TPB Premises

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
Lot	<p>Project: Office Disinfection Services of TPB Premises (January to December 2022)</p> <p>A. Specifications</p> <p>Areas covered (approx 2,500 sqm):</p> <ol style="list-style-type: none"> 1. Entrance lobby of the 4th floor 2. Whole 4th floor (inside and outside office premises) 3. 3rd floor (inside and outside stockroom and old COA office) <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Thorough inspection of areas. 2. Ensure that all areas are cleaned by the housekeeping personnel. 3. Proceed with the disinfection via misting operation and spraying of disinfectant solution on surfaces to effectively disinfect and eliminate bacteria, fungi, virus and salmonella on contact. 4. Report and recommend findings to TPB-PGSD (Procurement and General Services Division) 		300,000.00

	<p>B. Duration:</p> <p>Twice a month office disinfection service from January 2022 to December 2022 = 24 times</p> <p>C. Billing and Payment Terms</p> <p>Winning bidder should provide a Statement of Account (SOA)/Billing Statement (BS) monthly or every after two (2) completed office disinfection service sessions. Payment shall be done every month, within 30 days from receipt of monthly SOA/BS.</p> <p>D. Other Instructions</p> <p>1. Winning bidder should provide a twice a month schedule of office disinfection to TPB Procurement and General Services Division (PGSD) for the necessary processing of work/entry permit.</p> <p>2. Winning bidder should be able to comply with the existing TPB and Building Administration's (Legaspi Towers 300) COVID-19 guidelines, such as proper wearing of face mask and practice of social distancing. TPB and Building Administration will also require an advance copy of the supplier/technician's valid ID (preferably company ID) and updated medical or barangay clearance or negative antigen or RT-PCR test. Such guidelines may change without prior notice. Kindly coordinate with PGSD regularly.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 300,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **January 12, 2022, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

ELOISA A. ROMERO
Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement (Revised)