

REQUEST FOR QUOTATION

January 3, 2023

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

Quotation No. TPB-PR.2023.01.001
PR No. 1.002

REQUIREMENTS: Office Disinfection Services of TPB Premises (January to December 2023)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> Company Profile Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's permit BIR Certificate of Registration Notarized Omnibus Sworn Statement SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> Technical Specifications Statement of Compliance to the Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> All entries must be typewritten on your company letterhead. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 	PhP10,000.00	PhP240,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP240,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **January 9, 2022 on or before 12:00 P.M.**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

(SGD)

ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: Office Disinfection Services of TPB Premises (January to December 2023) (PR No. 1.002)

Quotation No. TPB-PR.2023.01.001

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>A. Specifications Areas covered (approx 2,500 sqm): 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> <p>Scope of Work: 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)</p>	
2	<p>B. Duration: Twice a month office disinfection service from January 2023 to December 2023 = 24 times</p>	
3	<p>C. Billing and Payment Terms 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>	
4	<p>D. Other Instructions</p>	

	<p>1. Winning bidder should confirm with the provided twice a month schedule of office disinfection by the 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 may also require an advance copy of the supplier/technician's valid ID (preferably company ID) and vaccination card. Such guidelines may change without prior notice. Kindly coordinate with PGSD regularly.</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date