

February 25, 2025

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2025.02.056  
**PR No.** 02.040

**Requirements:** **Service Provider for the Disinfection of TPB Offices for 2025**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p><b>Disinfection Services of TPB Offices for 2025</b></p> <p><b>LOCATION # 1 - 4/F, Legaspi Towers 300, Roxas Blvd., Malate, Manila</b></p> <ul style="list-style-type: none"> <li>Period of 12 months, starting from receipt of Notice to Proceed (NTP)</li> <li>1 X a Month treatment</li> <li>Area covered: 1,315.15 sqm</li> </ul> <p><b>LOCATION # 2 – 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex Pasay City</b></p> <ul style="list-style-type: none"> <li>Period of 12 months, starting from receipt of Notice to Proceed (NTP)</li> <li>2X a Month Treatment</li> <li>Area covered: 2,111.90 sqm</li> <li><b>Note:</b> Carpeted areas</li> </ul> <p><b>SCOPE OF WORK:</b></p> <ol style="list-style-type: none"> <li>Thorough inspection of areas.</li> <li>Ensure that all areas cleaned by the housekeeping personnel.</li> <li>Proceed with the disinfection via misting operation, wiping, and spraying of disinfectant solution on surfaces to effectively disinfect and eliminate bacteria, fungi, virus and salmonella on contact.</li> <li>Chemicals and treatment procedures must be suitable for carpeted rea (Five E-Com)</li> <li>Report and recommend findings to TPB-PMGSD (Property Management and General Services Division)</li> </ol>	PhP4,020.00	PhP144,720.00

	<b>QUALIFICATION FOR BIDDER</b> <ol style="list-style-type: none"> <li>1. Bidder must have at least two (2) years of experience in office disinfection for government and private offices.</li> <li>2. Bidder's staff must be certified and have received proper training in cleaning and disinfection techniques.</li> <li>3. Bidder must use FDA-approved disinfectants or those approved by relevant health authorities. These disinfectants should be effective against a broad spectrum of pathogens, including bacteria, viruses, and fungi.</li> <li>4. Bidder should follow the latest guidelines and recommendations from health and environmental authorities for disinfection practices.</li> </ol>		
	<b>Other Instructions:</b> <ol style="list-style-type: none"> <li>1. Winning bidders should confirm with the provided monthly schedule of office pest control by the TPB-PMGSD for the necessary processing of work/entry permit.</li> <li>2. Winning bidder should be able to comply with the existing TPB and Building Administration's (Legaspi Towers 300 and Five E-Com Center) guidelines. TPB and Building Administration may also require a copy of the supplier/technician's valid ID (preferably company ID). Such guidelines may change without prior notice. Kindly coordinate with TPB-PMGSD regularly</li> </ol>		
Delivery	<b>PROJECT IMPLEMENTATION SCHEDULE</b> Delivery timeline: The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables		
	<b>PROJECT OFFICER CONTACT INFORMATION</b> <b>Primary</b> Paula Jesusa C. Granale Email: <a href="mailto:paula_granale@tpb.gov.ph">paula_granale@tpb.gov.ph</a>  Dgar E. Parrocha Tel: +63 2 8523 8960 Email: <a href="mailto:edgar_parrocha@tpb.gov.ph">edgar_parrocha@tpb.gov.ph</a>		

	<b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b> <ol style="list-style-type: none"> <li>Company profile (New Supplier only)</li> <li>SEC/DTI Registration Certificate</li> </ol> <b>LEGAL REQUIREMENT:</b> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor's Business Permit (2025)</li> <li>BIR Registration /Income/Business Tax Return/TAX Clearance</li> <li>Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> <li>Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ol>		
	<b>NOTE:</b> <ol style="list-style-type: none"> <li><b>Quotation</b> - All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	<b>TERMS OF PAYMENT</b> <ul style="list-style-type: none"> <li>Payment will be processed upon completion of the delivery</li> <li>Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB).</li> <li>TPB does fund transfers through the Land bank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul>		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php144,720.00

Please submit your **quotation**, duly signed by your authorized representative, Statement of Compliance, and **Legal Documents** enumerated above **in a sealed envelope** to the address below not later than **3 March 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

BAC Secretariat

Procurement and General Services Division

Tourism Promotions Board

6<sup>th</sup> Floor, Five E-Com Center, Harbord Drive, Mall of Asia Complex, Pasay City

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.

A handwritten signature in black ink, appearing to read 'Janet G. Villafranca', is written over a horizontal line.

**JANET G. VILLAFRANCA**

Acting Head,  
Procurement Management Division  
Finance Department

Contact person:      Jose T. Ducusin, Jr



**ANNEX "A"**

<b>TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (comply /not comply)</b>
A.	<b>Disinfection Services of TPB Offices for 2025</b> ABC : Php144,720.00	1 Lot	
	<p><b>LOCATION # 1 - 4/F, Legaspi Towers 300, Roxas Blvd., Malate , Manila</b></p> <ul style="list-style-type: none"> <li>• Period of 12 months, starting from receipt of Notice to Proceed (NTP)</li> <li>• 1X a Month treatment</li> <li>• Area covered: 1,315.15 sqm</li> </ul> <p><b>LOCATION # 2 – 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex Pasay City</b></p> <ul style="list-style-type: none"> <li>• Period of 12 months, starting from receipt of Notice to Proceed (NTP)</li> <li>• 2X a Month Treatment</li> <li>• Area covered: 2,111.90 sqm</li> <li>• Note: Carpeted areas</li> </ul> <p><b>SCOPE OF WORK:</b></p> <ol style="list-style-type: none"> <li>1. Thorough inspection of areas.</li> <li>2. Ensure that all areas cleaned by the housekeeping personnel.</li> <li>3. Proceed with the disinfection via misting operation, wiping, and spraying of disinfectant solution on surfaces to effectively disinfect and eliminate bacteria, fungi, virus and salmonella on contact.</li> <li>4. Chemicals and treatment procedures must be suitable for carpeted rea (Five E-Com)</li> <li>5. Report and recommend findings to TPB-PMGSD (Property Management and General Services Division)</li> </ol>		
	<p><b>QUALIFICATION FOR BIDDER</b></p> <ol style="list-style-type: none"> <li>1. Bidder must have at least two (2) years of experience in office disinfection for government and private offices.</li> <li>2. Bidder's staff must be certified and have received proper training in cleaning and disinfection techniques.</li> </ol>		

	<p>3. Bidder must use FDA-approved disinfectants or those approved by relevant health authorities. These disinfectants should be effective against a broad spectrum of pathogens, including bacteria, viruses, and fungi.</p> <p>4. Bidder should follow the latest guidelines and recommendations from health and environmental authorities for disinfection practices.</p>		
	<p><b>Other Instructions:</b></p> <p>1. Winning bidders should confirm with the provided monthly schedule of office pest control by the TPB-PMGSD 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 and Five E-Com Center) guidelines. TPB and Building Administration may also require a copy of the supplier/technician's valid ID (preferably company ID). Such guidelines may change without prior notice. Kindly coordinate with TPB-PMGSD regularly</p>		
	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Delivery timeline: The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables</p>		

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

## 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]*