REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 17 February 2022
RFQ No. : 2022-02-016

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Operations Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **PROCUREMENT OF SWAB TESTS FOR PCOO OFFICIALS AND EMPLOYEES FOR THE BALIK PROBINSYA, BAGONG PAG-ASA STRATEGIC COMMUNICATION PROJECT**, with an Approved Budget for the Contract in the amount of **TWO HUNDRED FORTY-EIGHT THOUSAND PESOS (PHP248,000.00).**

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ, duly accomplished and signed by you or your duly authorized representative **not later than 21 FEBRUARY 2022 at 02:00PM.**

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor's/Business Permit (if expired, please attach Official Receipt of renewal);
2. Omnibus Sworn Statement (attached as Annex "A"); and
3. BIR 2303.

For any clarification, you may contact us via email at **bac1@pco.gov.ph**

JEREMAE RACHEL S. PETILLA
Bids and Awards Committee Secretariat

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows

PROCUREMENT OF SWAB TESTS FOR PCOO OFFICIALS AND EMPLOYEES FOR THE BALIK PROBINSYA, BAGONG PAG-ASA STRATEGIC COMMUNICATION PROJECT Note: please put a check (✓) mark on the appropriate space			
TECHNICAL SPECIFICATIONS:	**YES**	**NO**	**REMARKS**
The RT-PCR testing shall be considered for the following: 1. Officials and employees with pre-departure requirements for official travels which require the presentation of negative COVID-19 test results; 2. For official activities which require the presentation of negative COVID-19 test results; and 3. PCOO – BP2 employee who is part of the skeletal workforce to whom the following conditions apply; a. experiencing symptoms consistent with COVID-19 (1.e., fever, cough, and difficulty in breathing, among others; b. exposed to or had close contact with someone with COVI-19 (confirmed case) during their report to work.			
I. NUMBER OF TESTS: a. Administration of Walk-in/Drive-thru RT-PCR Swab Test for 80 pax as scheduled by the End-User.			
II. QUALIFICATIONS/TECHNICAL EXPERTISE OF COVID-19 TESTING FACILITY: a. Must be a Department of Health (DOH) accredited/certified testing center/facility to administer swab tests for COVID-19 **(certification or proof of accreditation is required),** and testing kits to be used must be FDA approved **(with proper documentation/proof);** b. Service Provider must have own DOH accredited/ certified testing center/ facility/ laboratory; c. Has duly trained licensed medical practitioners (Medical Technologist, or Nurses, or Doctors) to perform the			

tests; d. Capable of providing high level of technical and proficient testing methods and can provide accurate test results within **12 hours.** e. Must be on call and can perform swab tests from Monday to Sunday (08:00am to 05:00pm) including holidays, through the following means; i. Drive-thru tests; ii. Walk-in; f. Must have a dedicated facility for drive thru- testing; g. Priority/special lane for PCOO-BP2 personnel; h. Laboratory or testing site must be in Metro Manila and within ten (10) kilometer radial distance from Times Plaza Building located at United Nations Avenue corner Taft Avenue, Ermita, Manila; and i. Must be PhilGEPS registered.			
III. RESPONSIBIITIES OF THE SERVICE PROVIDER: a. The service provider shall: i. Be responsible for the storage and supply of testing kits to be used; ii. Ensure that the testing kits to be provided are FDA approved; iii. Administer nasopharyngeal or oropharyngeal swab (RT-PCR) to PCOO-BP2 officials and employees to determine iv. Ensure that in the conduct of tests, the use of personal protective equipment by medical practitioners is observed at all times; v. Provide materials, medical supplies, and other necessary paraphernalia for the testing; vi. Responsible for the disposal of all used materials and articles; vii. Adhere to all government and regulatory guidelines in swab testing by Department of Health and other relevant agencies; viii. Provide official test results **within 12 hours**; ix. Ensure that personally identifiable information (PII), data, and test results of PCOO - BP2 personnel (regular and contract of service), are kept confidential and secured in accordance to R.A No. 10173 or			

Data Privacy Act of 2012; and x. Comply with all relevant rules and regulations of government agencies (e.g., DOH, IATF-IED, NTF-Covid, DBM, and industry best practices relevant to COVID-19 testing.			
IV. PAYMENT SCHEDULING: MONTHLY BILLING Payment shall be based on the **actual number of tests conducted for the month** and shall be processed upon receipt of the official billing statement. The means of verification shall be the number of test results received by the PCOO.			
V. DURATION OF CONTRACT Until the **80 pax** walk-in/drive thru tests are fully consumed.			

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate **"0"** if item being offered is for free.

PROCUREMENT OF SWAB TESTS FOR PCOO OFFICIALS AND EMPLOYEES FOR THE BALIK PROBINSYA, BAGONG PAG-ASA STRATEGIC COMMUNICATION PROJECT	
Approved Budget for theContract	**Your Total Offered Quotation**
TWO HUNDRED FORTY-EIGHT THOUSAND PESOS (PHP248,000.00)	**In Words:** _____ _____ _____ **In Figures:**

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:
Account Number:
Account Name:
Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of ***thirty (30) calendar days*** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and otherterms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCOO shall have the right to inspect and/or to test the goods to confirm their conformity to thetechnical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents,i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant**.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCOO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	

ANNEX "A" OSS Template

Omnibus Sworn Statement
[shall be submitted with the Quotation]

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 _____, _____, at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with No. _____ issued on _____ at _____.

WITNESS my hand and seal this _____.

Doc. No. _____
Page No._____
Book No. _____
Series of 2022.