



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

COVID-19 RESPONSE ITEMS - COVID-19 EQUIPMENT

27 October 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **COVID-19 RESPONSE ITEMS - COVID-19 EQUIPMENT (APP 2020-0204)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 02 November 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307
Attention to: **ATTY. KRISHNA AIRA TANA-CAGUIA**
BAC Secretariat Head

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BAC Secretariat Head

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2020-0204

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
COVID-19 RESPONSE ITEMS - COVID-19 EQUIPMENT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 246,200.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications 2. Payment and Delivery 			- _____ - _____
TOTAL						

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2020-0204

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



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NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

COVID-19 RESPONSE ITEMS- COVID-19 EQUIPMENT

I. BACKGROUND

Paragraph 2, Section 3, Article XIII of the 1987 Philippine Constitution provides and guarantees the rights of all workers to a decent and humane conditions of work. With the issuance of the Joint Administrative Order on the National Occupational Health and Safety (OHS) Policy Framework (JAO No. 2017-001) by the CSC, DOH and DOLE, OHS is strengthened to guide the key stakeholders in the development, implementation, monitoring and evaluation of Occupational Safety and Health for both the public and private sector workers. Evidence-based studies revealed that a holistic approach, combining occupational health and safety with disease prevention, and tackling the social determination of health within a systems framework generates a more responsive and concerted action for protecting and promoting the health of workers.

The COVID-19 pandemic is a serious public health threat that continues to spread all throughout the country, and it does not exempt the government offices including this Commission. Aside from the responses and mechanisms adopted by the National Privacy Commission, it also intends to provide a higher level of protection and extra measures in preparation for the full capacity operation of the Commission.

Per DTI-DOLE JMC No. 20-04-A Series Of 2020 on the Supplemental Guidelines on Workplace Prevention and Control of COVID-19, employers are required to implement all necessary workplace safety and health measures. With this, thru the initiative of the Administrative Services Division, the following approved COVID-19 response equipment will be procured as additional preventive measures of the Commission:

1. Supply and delivery of air filtration devices in the following areas of the NPC office:

Divisions/Office	Quantity
	Air Purifier
FAO	1
COA	1
OED	1
OPC	1
LEO	1
DPC John	1

DPC Dino	1
PPO	1
East Hallway	2
West Hallway	2
Conference rooms	3
Adjudication room	1
Stock room	1
For general services (back-up)	2
Total	19

Due to centralized air conditioning system and considering that the NPC Office is situated at the PICC where there were only few windows that can be opened, thus the need for procurement. Further, per said DTI-DOLE JMC, following recommendations must also be considered:

- Adequate ventilation should be strictly enforced inside the workplace. Natural air flow exchange (opening windows, opening doors, turning off air-conditioning units to reduce air recirculation) is highly encouraged.
- Individuals should not be situated directly in the flow of air coming from fans and air-conditioners.
- If possible, the installation of exhaust fans, installation of air filtration devices with High-Efficiency Particulate Air (HEPA) filters, or the standard maintenance and recalibration of building heating, ventilation and air-conditioning (HVAC) systems should be explored.
- To provide a suitable work environment for employees/clients/visitors, the air conditioning temperature shall be set/regulated according to the nature of their operations.

2. Supply and delivery of UV Disinfection Light Lamp

This is to provide additional measure in disinfecting the NPC motor vehicles on top of the disinfectant sprays provided to the shuttle drivers. This is also in consideration that the service vehicles were used to ferry employees who were exposed to COVID-19 positive or those with COVID-19 symptoms for swab testing. Aside from the motor vehicles, these will be used also in cleaning and disinfecting the common areas/rooms.

3. Supply and delivery of automatic alcohol dispenser/spray

As mandated by the NPC Safety and Health Committee, the ASD will continue to provide disinfectants for the use of NPC officials, employees and clients. This will be placed as additional **alcohol stations (automatic dispenser/spray)** for common use and in common areas.

4. Supply and delivery of UV sterilizer box

This is an additional support mechanism for the offices/divisions who constantly receive and process documents from inter offices and external clients to sterilize and sanitize documents to prevent and kill germs, bacteria and viruses.

5. Supply and delivery of wet and dry vacuum

Regular maintenance and general cleaning of NPC office to ensure cleanliness are conducted every weekend, thus, the provision of additional wet and dry vacuum.

II. OBJECTIVES

To procure various disinfectant equipment as additional preventive measures in reducing the spread of COVID-19 in the workplace.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The supplier/provider shall be able to provide the following:

Unit	Quantity	Description
Unit	7	Automatic alcohol dispenser -with stand -spray type ; 1000ml -battery operated and with battery included
Unit	6	UV Disinfection Light Lamp, 38 Watts
Unit	19	Air purifier -High CADR -Auto Mode -3-speed setting -Timer settings (2H, 4H, 8HR) -Filter Change Indicator -UV-C Light sterilization - with High-Efficiency Particulate Air (HEPA) filters
Unit	3	Vacuum, wet and dry -1000W -Capacity: 8 gallons -Hose length: at least 5ft -Inclusions: gulper nozzle, crevice nozzle, floor nozzle and 2 extension wand
Unit	12	UV Sterilizer Box -Size: at least 18x 12 x 9inches -Kills all types of virus -At least 180 nanometer wavelength -Multi purpose

2. The supplier/provider must be an authorized dealer/legitimate seller/ distributor of the above-mentioned disinfectant equipment (*UV Disinfection Light Lamp, Air purifier, UV Sterilizer Box*), if applicable
3. The supplier/provider shall provide warranties or replacement in case there are items and/or parts found defective.
4. The supplier/provider shall provide demonstration of the product/equipment.
5. Evaluation, inspection and acceptance of the equipment by the End-User and NPC Inspection Committee shall include, but not limited to the following:
 - Demo and testing of the equipment
 - Physical checks on the item for any deformation, dents and cracks
 - Physical and visual examination upon full delivery

IV. PAYMENT AND DELIVERY

Delivery shall be made within 15 calendar days upon receipt of the Purchase Order/Notice to Proceed. Payment shall be made thru send bill arrangement and shall be processed only upon submission of Delivery Receipt and Sales Invoice subject to inspection and acceptance by the Inspection Committee, Supply Officer and End User.


V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

General Appropriations Act FY 2020 (R.A. 11520) under APP Item No. 2020-0204 with ABC of Two Hundred Forty Six Thousand Two Hundred Pesos only (php246,200.00) inclusive of all applicable charges and taxes.

Prepared by:


Sgd.
JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Noted by:


SGD.
MARILOU C. LEELIAN
OIC-Chief, ASD

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO

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

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____