



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
PROFESSIONAL SERVICE (PCR TEST)

16 August 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends the **PROFESSIONAL SERVICE (PCR TEST) (APP 2020-0200)**.

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 **4:00 P.M., 20 August 2021**.

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

1. Copy of the Mayor's or Business 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

Digitally signed by
Tana-Caguia Krishna
Aira Angeles
Date: 2021.08.16
13:46:08 +08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
bacsecretariat@privacy.gov.ph

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-2020-0200

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

**TECHNICAL SPECIFICATION
PURCHASE OF FIRST AID KIT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 400,000.00)		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in EVERY item</u>)
				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 or Business Permit and submit the original notarized Omnibus Sworn Statement (with attachments) 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)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

NPC COVID-19 RESPONSE PLAN
PROFESSIONAL SERVICE (PCR TEST)

I. BACKGROUND

The provision of RT-PCR test is one of the health protocols established by the National Privacy Commission - Health and Safety Committee (NPC-HSC) pursuant to **Privacy Commission Order No. 003 s. 2021, "Supplemental Guidelines on Health and Safety Protocol and Procedures in Response to COVID-19 Pandemic"**. This is in response to the increasing number of COVID-19 cases in the National Capital Region and nearby provinces (Bulacan, Cavite, Laguna and Rizal) as indicated in the HSC Resolution 001-2021. It shall also be provided to ensure that the employee is physically fit to perform his/her function and to prevent transmission of the virus within the workplace, hence, the need to procure the Professional Service (RT-PCR test). Considering that the NPC is adopting a combination of Skeleton Workforce and Work-From-Home Arrangement, it would be beneficial for the NPC employees to engage a service provider that has lot of satellite clinics all over the country, in most convenient locations. This is also advantageous in case NPC employees will be required to travel in different parts of the Philippines due to official business.

II. OBJECTIVES

- To ensure accurate method for the detection of the active infection of COVID-19 virus of identified NPC employees;
- To prevent and control transmission of the COVID-19 in the workplace;
- To ensure travel requirement compliance whenever necessary; and
- To safeguard the health and safety of both the NPC employees and its clients.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The NPC RT-PCR TEST shall cover a total of **80 pax** based on the average Skeleton Workforce assigned every week. The duration of this project shall be **until 31 December 2021 or once the funds are utilized or exhausted, whichever comes first.**

2. The service provider shall have the following qualifications/technical expertise of COVID-19 testing facility:
 - Has Department of Health (DOH) Accreditation; Level 2 or 3 for hospital facilities;
 - Has stand-alone clinic/testing facility located in different areas or regions all over the Philippines;
 - Has duly trained medical personnel to safely performed COVID-19 swab test and specimen collection;
 - Can provide RT-PCR test arrangements such as but not limited to the following:
 - Park and Swab or has specific booths for swab test
 - Home service
 - On-site swab test (within NPC Office)
 - Release of RT-PCR TEST results are **within 24-36 hours** via personal e-mail of the identified employee and the NPC-HRDD.
 - Has clean and well-maintained testing facilities (air-conditioned, well ventilated, preferably with two separate comfort rooms for male and female clients);
 - Other requirements:
 - Submit beforehand a checklist or preparatory requirements for RT-PCR TEST to the NPC-HRDD for distribution to identified NPC employees;
 - Shall provide consent form for medical personnel assigned to do the test/examination; and
 - Must be available and open for NPC employees from 7:30AM up to 5:00 PM (Monday to Saturday) on the duration of the contract.
3. The conduct of RT-PCRT test shall be supported with endorsement from the NPC-HRDD of the list of identified employees for every schedule both in the on-site and clinic visit;
4. In cases of on-site testing, the NPC has the right to deny entry of any personnel from the service provider manifesting COVID-19 symptoms at the time of the scheduled RT-PCR test as well as issue stoppage order for the conduct of testing, if needed. The NPC shall not be held accountable for any expenses that will be incurred in relation to the re-scheduling of on-site RT-PCR tests;
5. The service provider shall not use or disclose such confidential information, or any part thereof, in any manner other than what is/are necessary to perform its services under this Agreement or as required by law;
6. The conduct of the RT-PCR test shall commence anytime or whenever the need arises within the date of effectivity of the Contract between NPC and Service Provider

7. Notwithstanding any provisions to the contrary, the NPC shall have the right, power, and privilege to terminate the services of the provider for any unjustifiable cause.

IV. PAYMENT AND DELIVERY

- a. Payment shall be based on the actual number of employees who have undergone the RT-PCR test and through send-bill arrangement;
- b. The NPC-HRDD shall process payment upon receipt of the following documents submitted by the Service Provider:
 1. Statement of Account or Billing Statement
 2. RT-PCR Test Results
- c. All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

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

- Total ABC: Php 400,000, inclusive of all taxes and charges
- Fund Source: HRDD Budget charged against FY 2020 Continuing Appropriations with APP Item Code: 2020-0200
- Mode of Procurement: Negotiated Procurement - Small Value Procurement

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]