



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION  
DISINFECTION SERVICES**

15 March 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure DISINFECTION SERVICES.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **9:00 A.M., 19 March 2021**.

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

1. 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 attachments<sup>1</sup>; 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](mailto: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, Pasay City

**Attention to: ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head

**ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127

---

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

1. **If sole proprietorship:** duly notarized Special Power of Attorney (for authorized representative)
2. **If 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 and its attachment must specifically state the name of this procurement.



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 360,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p>Disinfection Services (disinfection twice a month for one year)</p> <p>Duration</p> <p>Scope of Work</p> <p>Warranty/Guaranty</p> <p>Contractor Qualification</p>	360,000.00	360,000.00	
<b>TOTAL</b>			360,000.00		

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" to each requirement mentioned above.
- IV. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Billing shall be made monthly upon submission of Treatment of Service Report and Statement of Account.
- VII. Service shall be made at NPC Office at 5F Delegation Building, PICC Complex, Pasay City.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

---

**TERMS OF REFERENCE**  
**Disinfection Services**

---

**1. COVERAGE**

The Philippines was placed under a state of public emergency under Proclamation No. 922 to arrest the spread of novel coronavirus infections after local transmission is confirmed. Modified work arrangement in government was also implemented to align with the community quarantine rules issued by the Inter-Agency Task Force on Managing of Emerging Infectious Disease (IATF). Under CSC Resolution No. 2000912 promulgated on 14 October 2020, and circularized via CSC Memorandum Circular No. 18, s. 2020, agencies located in areas under Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ) shall adopt work-from-home arrangement, while skeleton workforce may be allowed unless a different operational capacity is provided in agencies providing essential or critical services. With the return of employees to offices, the premises must be free from viruses, and thus conduct of disinfection is necessary in compliance to the health and safety protocols recommended by the IATF and Department of Health (DOH).

---

The project covers disinfection services of the National Privacy Commission (NPC) Office located at the 5<sup>th</sup> floor, Delegation Bldg., Philippine International Convention Center, Pasay City.

---

**2. DURATION**

The program will cover disinfection treatments twice a month for one (1) year.

**3. Approved Budget for the Contract:** P 360,000.00

**4. SCOPE OF WORK**

The CONTRACTOR shall provide the NPC the following services as stipulated:

- 4.1 Ensure that all areas are sanitized with disinfectant to kill any viruses and bacteria
- 4.2 Prioritize disinfecting frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilet, faucet and sinks.
- 4.3 The disinfection team should ensure cleanliness of the area treated
- 4.4 Procedures of treatment:
  - 4.4.1 Before disinfection
    - Cover all electrical outlets behind computers and machines in offices and other premises
    - No employees should be in the area being disinfected

*mb*



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

- All windows and doors are to remain close for at least two (2) hours before re-entry.
- 4.4.2 During disinfection
- Technicians should be in complete PPE
  - All disinfectants and machines to be used are complete and ready
- 4.4.3 After disinfection
- Technician should make certain that all areas are thoroughly disinfected
  - Treatment report shall be acknowledged upon completion of treatment

**5. WARRANTY/ GUARANTY**

- 5.1 Contractor shall conduct treatments twice a month and ensure that all areas are disinfected;
- 5.2 The disinfectants to be used must be approved by the Food Drug Administration (FDA).
- 5.3 The contractor shall provide all the materials/chemicals and other supplies needed for the disinfection program;

**6. TERMS OF PAYMENT**

Billing shall be made monthly upon submission of Treatment Service Report and Statement of Account.

**7. The Contractor Qualification**

- 7.1 The Contractor shall submit the latest business permit showing that offers disinfection services.
- 7.2 The Contractor shall submit its PhilGEPS Registration Number.
- 7.3 The Contractor Shall provide Certified disinfection chemicals that is approved by the Food Drug Administration (FDA).

Prepared by:

  
**MARIA DONABELLA A. TAVORA**  
*Supervising Administrative Officer, ASD*

Approved by:

  
**MARIA DELIA S. PRESQUITO**  
*Chief, ASD*

5<sup>th</sup> Floor, Ang Kiukok Hall, PICC Delegation Building, PICC Complex, Roxas Boulevard Manila 1307  
URL: <http://privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph)