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Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7627171  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Decontamination and Disinfection Services for DOT Building  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-04-0029	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Pest Control Services	<b>Date Published</b>	20/04/2021
<b>Approved Budget for the Contract:</b>	PHP 123,600.00	<b>Last Updated / Time</b>	19/04/2021 14:35 PM
<b>Delivery Period:</b>	9 Month/s	<b>Closing Date / Time</b>	23/04/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

Procurement of Decontamination and Disinfection Services for the Department of Tourism

##### I. BACKGROUND

The novel coronavirus (COVID-19) infection in the Philippines is still spreading rapidly and the outbreak of coronavirus disease (COVID-19) has been declared as Public Health Emergency of International Concern. The coronavirus is primarily transmitted through respiratory droplets of an infected person via mouth or nose secretion and through contact with objects or materials which are likely contaminated by infected respiratory secretions. Transmission through aerosols in an enclosed area like offices has also been considered.

##### II. PURPOSE

Exposure can occur at the workplace, as well as on the way to and from the workplace. The management's top priority is the health and safety of the personnel. Therefore, it is important that the Department of Tourism (DOT) takes action to prevent workplace transmission. Thus the need to outsource the building disinfection or decontamination services.

### III. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider should have the necessary experience and expertise in providing decontamination and disinfection services, having been engaged in the said business for at least three (3) years;
2. The Service Provider must be PhilGEPS registered or must have a PhilGEPS registration number;
3. The Service Provider must submit to the DOT the hereunder documentary documents:
  - Certificate of Satisfactory Performance issued by at least three (3) current or previous clients attesting to the services rendered for the last three (3) years;
  - Copy of the Certificate of Membership and/or accreditation from any of the following association/organization: Pest Control Association of the Philippines (PCAP); Philippine Federation of Pest Management Operators Association, Inc. (PFPMOA); National Pest Management Association (NPMA), Federation of Asian & Oceania Pest Managers Associations (FAOPMA), Food and Drug Administration of the Philippines (FDA), Fertilizer and Pesticide Authority (FPA), Philippine Green Building Council, and the Philippine Association of Certified Pesticide Applicators (PACPA);
  - Copy of the company's current certificate of product registration issued by the DOH-BFAD for the chemicals to be used; and
  - Relevant trainings attended during the last three (3) years of the technicians who will be assigned to the DOT with training certificate/s as proof.

### IV. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Shall ensure that the service provider has sufficient technology and manpower to conduct decontamination activities that would eliminate and possess high bactericidal activity related to the COVID-19 pandemic;
2. Shall ensure that all the chemicals/solutions supplies and materials necessary for the implementation of the work are of the best quality, safe for people and environment, and approved by the Bureau of Food and Drugs (BFAD) or certified by the proper government authorities;
3. Shall ensure that all preparations and formulation are all bio-degradable, all natural, and the use of the solutions are in accordance with the specifications of its toxicologist and entomologist;
4. Shall provide/assign honest, skilled and well-trained technicians/workforce to ensure proper application and treatment. All personnel assigned to DOT must wear proper company uniforms, identification cards, and appropriate Personal Protective Equipment (PPE) and clothing while performing the denomination and disinfection services in view of the continuing threat of COVID-19;
5. Shall exercise extraordinary diligence in the performance of its services to ensure that no illness, accident and/or damage to any of its employees will take place. The Service Provider shall shoulder all the medical expenses of their personnel (if any) arising from the accidents while performing the services;
6. Shall provide on-call service in-between schedule for immediate additional service if there be a sudden outbreak of COVID-19 infections at the DOT or should there be an immediate need to disinfect/decontaminate outside of the usual schedule, at no additional cost;
7. Shall submit a weekly service decontamination and disinfection report to AS-GSD indicating therein, the areas that were treated and monitored, duly confirmed/acknowledge by the GSD maintenance representative present during the decontamination and disinfection.

### V. PERIOD OF IMPLEMENTATION

The contract implementation is spread over a period covering April to December 2021.

### VI. SCOPE OF WORK

Surface Disinfection – sanitation process where antibacterial/anti-viral solutions are directly applied to wall, floors, tables, chairs, non- electric equipment, and highly touched areas of the workplace.

#### SERVICE REQUIREMENTS FREQUENCY

- 1 Spraying of all natural disinfectant solution
  - 2 Ultraviolet (UV) Light Sterilization
  - 3 Misting of all natural disinfectant solution
- \*\*\* Forty (40) times spread over the period covering April – December 2021

Note: Disinfection services shall be allowed only on weekends, with proper coordination with the General Services

Division, unless a different schedule is asked by DOT.

VII. APPROVED BUDGET FOR THE CONTRACT

The monthly cost for the procurement service provider for the conduct of regular Decontamination and Disinfection Services for the Department of Tourism (DOT) is One Hundred Twenty-Three Thousand Six Hundred Pesos only (PhP123,600.00), chargeable against FY 2021 ASPM-GAE Work and Financial Plan (WFP), inclusive of VAT and all applicable taxes.

VIII. TERMS OF PAYMENT

- Send Bill Arrangement
- Payment shall be made based on the actual number of disinfection/decontamination conducted by the service provider and upon submission of the report, stating that the services have been completed.

IX. CONTACT PERSON

Rolando A. Bautista  
Chief, General Services Division  
Department of Tourism  
Tel No: 459-5200 local 109-110 rabautista@tourism.gov.ph

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**Other Information**

The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Required Valid Documents to be submitted:

1. Current Mayor's / Business Permit
2. PhilGEPS Registration Number
4. Duly Notarized Omnibus Sworn Statement (See Sample Attached)

Kindly submit your quotation for the above requirement via email not later than 10:00am on April 23, 2021.

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 19/04/2021

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