



PHILIPPINE INTERNATIONAL TRADING CORPORATION

5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

Request for Quotation

RFQ Reference No. HR-SVP-2020-07-001

SMALL VALUE PROCUREMENT

PROCUREMENT OF TESTING PROVIDER TO CONDUCT COVID-19 RT-PCR TEST FOR THE PITC PERSONNEL

The **Philippine International Trading Corporation (PITC)** *per approved APP Code (PAP) 751*, intends to apply the sum of **PESOS: FOUR HUNDRED THOUSAND (Php400,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the corresponding item, more particularly described as follows:

Item Description	Qty.	Approved Budget for the Contract (ABC) (PhP) (VAT Inclusive)	
		Unit Price	Total ABC Price
Covid-19 RT-PCR Test	100 personnel	4,000.00	400,000.00
Scope of Work/Test 1. Conduct Covid-19 RT-PCR test to <u>One hundred (100) PITC personnel (The procuring entity has the option to increase the number of personnel to be tested under the same terms and conditions).</u> 2. To facilitate swab testing by trained medical professional. 3. Complete PPE for the assisting medical staff (Hazmat suit, Gloves, N95 mask, Goggles / face shield) 4. Provide DOH-accredited swabbing test facility. 5. Send to PITC the test results within 48-72 hours (Sundays and Holidays will not be counted).			

In view of this, may we request Suppliers to submit quotation with the following requirements, terms and conditions for compliance:

For submission:

1. Minimum Eligibility Requirements:

- a. PhilGEPs Registration Number;
- b. Business/Mayor's Permit for 2020 issued by the city or municipality where the principal place of business of the prospective supplier is located or equivalent.

2. Technical Requirements:

- a. Completely filled out PITC Technical Documents:

ANNEX	ITEM DESCRIPTION
Annex I	Technical Quotation Form

- b. Supplier's Testing Laboratory should submit:

1. Valid and current License-to-Operate as Clinical Laboratory issued by DOH.
2. Proof that the Testing Laboratory is Licensed Covid-19 Testing Laboratory in the Philippines.

- c. Omnibus Sworn Statement, Annex II;

- i. Authority of the designated representative with corresponding proof of authorization (Corporate Secretary's Certificate or Special Power of Attorney);
- ii. Non-inclusion in blacklist or under suspension status;



- iii. Authenticity of Submitted Documents;
- iv. Authority to validate Submitted Documents;
- v. Disclosure of Relations;
- vi. Compliance with existing labor laws and standards;
- vii. Bidders Responsibilities;
- viii. Did not pay any form of consideration.

3. Financial Requirements:

- a. Completely filled out PITC Financial Quotation Form: **Annex III** - Supplier's price proposal must not be more than the ABC and must be inclusive of VAT;
- b. Price must be valid for One Hundred Twenty (120) calendar days upon submission of quotation.

Should your company be interested, you may submit your **open quotation** on or before **Monday, 27 July 2020 STRICTLY NOT LATER THAN 4:00 PM** thru any of the following email address:

- ialayon.ptd@pitc.gov.ph
- ialayon.ptd@pitc1973.onmicrosoft.com
- jackcrispino@pitc.gov.ph
- jack@pitc1973.onmicrosoft.com

Note: Maximum size of email with attachment is six (6) MB only. You may email your quotation in parts if your attachment is more than six (6) MB.

Thank you.

(Sgd) JOSEFINA B. OCAMPO
OIC – Department Manager
Management Services Department

After having carefully read and accepted the Terms and Conditions,
I/we submit our quotation for the Procurement of Testing Provider to Conduct Covid-19
RT-PCR Test for the PITC personnel

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation of Company Authorized Representative (in print)

Contact Details (Tel. No., Fax No. & Email Address)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I (Page 1 of 2)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**PROCUREMENT OF TESTING PROVIDER TO CONDUCT COVID-19 RT-PCR TEST
FOR THE PITC PERSONNEL**

RFQ Reference No. HR-SVP-2020-07-001

SMALL VALUE PROCUREMENT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	REQUIREMENTS
1)	<p>Company Name of the Testing Laboratory that will conduct the test:</p> <hr/> <p>Address of the Testing Laboratory/Facility:</p> <hr/>

Line No.	REQUIREMENTS IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
2)	<p>Testing Period: Within seven (7) calendar days from receipt of Notice to Proceed. <u>Supplier to submit schedule of testing and procedure on how the test will be conducted.</u></p>	
3)	<p>Testing Laboratory/Facility: RT-PCR Test of PITC personnel should be conducted in a Testing Laboratory/Facility within Metro Manila and should be <u>listed in DOH website as licensed Covid-19 Testing Laboratory in the Philippines issued or posted by DOH.</u></p> <p>If the supplier is not the Testing Laboratory, the supplier should submit Memorandum of Agreement or Contract or Partnership Agreement with the Testing Laboratory, stating that the Supplier is designating the Testing Laboratory as their accredited/partner to conduct clinical test.</p>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.
 I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.
 Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I (Page 2 of 2)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**PROCUREMENT OF TESTING PROVIDER TO CONDUCT COVID-19 RT-PCR TEST
FOR THE PITC PERSONNEL**

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INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	REQUIREMENTS IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
4)	Scope of Work/Test: 1) Conduct test of Covid-19 RT-PCR test to <u>One hundred (100) PITC personnel (The Procuring Entity has the option to increase the number of personnel to be tested).</u> 2) To facilitate swab testing by trained medical professional. 3) Complete PPE for the assisting medical staff (Hazmat suit, Gloves, N95 mask, Goggles / face shield) 4) Provide swabbing test facility. 5) Send to PITC the test results within 48-72 hours (Sundays and Holidays will not be counted).	
5)	Valid and current PhilGEPS Registration	
6)	As one of documentary requirements for payment (as applicable), submit certified true copies of pertinent tax receipts and duties paid on the imported parts/equipment pursuant to COA Memo No. 90-684 dated Dec. 5, 1990/Administrative Order No. 200 dated November 20, 1990. For locally purchased materials, the BIR registered sales invoice of the seller is acceptable.	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

Annex II (Page 1 of 3)



**PROCUREMENT OF TESTING PROVIDER TO CONDUCT COVID-19
RT-PCR TEST FOR THE PITC PERSONNEL**

RFQ Reference No. HR-SVP-2020-07-001

Approved Budget for the Contract: ₱ 400,000.00

OMNIBUS SWORN STATEMENTS

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) SS.

AFFIDAVIT

I/We, _____, of legal age, with residence at _____, after having been duly sworn to in accordance with law do hereby certify under oath as follows:

**(a)
AUTHORITY OF THE DESIGNATED REPRESENTATIVE**
(Please check appropriate box and fill up blanks)

Sole Proprietorship

That I am the sole proprietor of <company name/name of supplier> with business address at _____, Telephone No. _____, with Fax No. _____ and e-mail address _____ and as owner and sole proprietor, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the shopping/small value procurement.

Name: _____
Title: _____
Specimen Signature: _____

- OR -

That I am the duly authorized representative of the owner/sole proprietor of <company name/name of supplier> with business address at _____, Telephone No. _____, with Fax No. _____ and e-mail address _____ as shown in the attached Special Power of Attorney, and granted full power and authority to do, execute and perform any and all acts necessary to represent it in the shopping/small value procurement.

Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach a Special Power of Attorney, if not the Sole Proprietor/Owner.



Corporation, Partnership, Cooperative

That I/we am/are the duly authorized representative/s of <company name>, located at _____, with Telephone No. _____, Fax No. _____ and e-mail address, _____, as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company, including signing all documents and other related documents such as the contracts:

1) Name: _____ Title: _____ Specimen Signature: _____
2) Name: _____ Title: _____ Specimen Signature: _____

Note: Please attach duly executed Secretary's Certificate.

(b)

NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY

That the firm I/we represent is not blacklisted or barred/suspended from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financial institution whose blacklisting rules have been recognized by the Government Procurement Policy Board.

(c)

AUTHENTICITY OF SUBMITTED DOCUMENTS

That each of the documents submitted by our company in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

(d)

AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby Authorizes the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted.

(e)

DISCLOSURE OF RELATIONS

That for and in behalf of the Bidder, I/we hereby declare that the sole proprietor or proprietress/all officers and members of the partnership or cooperative/all officers, directors, and controlling stockholders of the corporation/all partners and members of the Joint Venture are not related by consanguinity or affinity up to the third civil degree with the **Head of the Procuring Entity**, members of the **Board of Directors**, the **President, Officers or Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the **members of the PITC BAC**, the **members of the TWG of PITC**, the **PITC BAC Secretariat**, the **head of the end-user unit**, and the **project consultants**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.

(f)

COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS

That our company diligently abides and complies with existing labor laws and standards.

Annex II (Page 3 of 3)



(g)
BIDDER'S RESPONSIBILITIES

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract;
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
5. That I have complied with our responsibility as provided for in the bidding documents and all its attachments;
6. That failure to observe any of the above responsibilities shall be at my own risk; and
7. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

(h)
DID NOT PAY ANY FORM OF CONSIDERATION

That I/we 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 project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2020 at _____, Philippines.

**Bidder's Authorized Representative
Signature over Printed Name**

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____ at _____, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice) _____ issued _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2020

**mgcg/rev/07-11-2016*



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex III

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
FINANCIAL QUOTATION FORM
PROCUREMENT OF TESTING PROVIDER TO CONDUCT COVID-19 RT-PCR
TEST FOR THE PITC PERSONNEL**

**RFQ Reference No. HR-SVP-2020-07-001
SMALL VALUE PROCUREMENT
PRICE MUST BE INCLUSIVE OF VAT**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

NOTE: Supplier's price proposal/quotation must not exceed the ABC/Ceiling Price per item. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.

LINE NO.	Description	ABC (PhP)			Supplier's Price Proposal (PhP)	
		Quantity	Unit ABC	Total ABC	Unit Price	Total Amount/Price Proposal
1.	Covid-19 RT-PCR Test	100 personnel*	4,000.00	400,000.00		

Total Amount in Words:

***The procuring entity has the option to increase the number of personnel to be tested under the same terms and conditions.**

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site. If delivery is outside Metro Manila, all expenses (airfare, hotel accommodation, per diem, etc.) relative to delivery shall be borne by the Supplier.
- III. Payment to Supplier of the Contract Price, net of applicable withholding tax shall be made within fifteen (15) days after full delivery, and submission of the required documents as follows:
 1. Original and duplicate **BIR VAT registered Supplier's Invoice** issued under the name of the **Philippine International Trading Corporation** indicating **PITC TIN: 000-168-575**. Entries must be typewritten, or computer printed and **must be duly acknowledged and received by PITC's authorized representative**;
 2. **Original and duplicate Delivery Receipt** issued under the name of the PITC duly acknowledged and received by PITC's authorized representative.

SUPPLIER'S UNDERTAKING

I/We, the undersigned Supplier, having examined the Technical Documents for this project hereby OFFER to
(supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.
Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

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