



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue, Manila



## REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers/service providers to submit their lowest price quotation on the items listed below, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Disinfection and Sanitation Treatment in the IC Manila Main Office building and its Annexes
PURCHASE REQUEST/RIS/REF. NO.	P.R. No. 2025-04-227
LOCATION	IC Building, 1071 United Nations Avenue Ermita, Manila
PROCUREMENT MODE:	Small Value Procurement (Section 34 of R.A. 12009 or New Government Procurement Act)
APPROVED BUDGET FOR CONTRACT	Seven Hundred Twenty Thousand Pesos (Php720,000.00) <i>inclusive of tax and all other charges</i>
DELIVERY PERIOD	One (1) Year from the date of commencement
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<b>May 07, 2025, 12:00NN</b>

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 12:00 PM, 07 May 2025**, to the Administrative Division – General Services Section through the following:

**Contact persons:** Mr. Crisostomo O. Ferrer, IC Administrative Officer – III  
[co.ferrer@insurance.gov.ph](mailto:co.ferrer@insurance.gov.ph)

Mr. Rey M. Gannaban, IC Administrative Aide – II  
[rm.gannaban@insurance.gov.ph](mailto:rm.gannaban@insurance.gov.ph)

Mr. Joshua L. Biasca, IC Administrative Aide – I  
[jl.biasca@insurance.gov.ph](mailto:jl.biasca@insurance.gov.ph)

**Office Address:** Second Floor, Insurance Commission Bldg.  
1071 United Nations Ave., Ermita, Manila

**Telephone Nos.:** (02) 85238461 local 167

  
**ATTY. ALBERT LAWRENCE A. VINZON**  
IC Division Manager  
Administrative Division

**TERMS OF REFERENCE**  
**Small Value Procurement for One (1) Year Disinfection and Sanitation**  
**Treatment in the IC Manila Main Office building and its Annexes**  
*(P.R. No. 2025-04-227)*

Item No.	Item and Description
	<b>Disinfection and Sanitation Treatment in the IC Manila Main Office building and its Annexes</b>
	<p><b>1. Scope of work:</b></p> <p>1.1 Surface Disinfection and 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;</p> <p>1.2 Secure that all the Chemicals/Solutions Supplies and Materials necessary for the implementation of the work are 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; and</p> <p>1.3 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;</p> <p>1.4 Provide/assign honest, skilled and well-trained technicians/workforce to ensure proper application and treatment. All personnel assigned to IC must wear proper company uniforms, identification cards, and appropriate Personal Protective Equipment (PPE) and clothing while performing the Disinfection and Sanitation services;</p> <p>1.5 Disposable gloves and gowns used by the disinfecting staff should be treated as potentially infectious material and disposed in accordance with national rules;</p> <p>1.6 Must have exercise extraordinary diligence in the performance of its services to ensure that no 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;</p> <p>1.7 Provide on-call service in-between schedule for immediate additional service if there be a sudden outbreak of COVID-19 infections at the IC or should there be an immediate need to disinfect/decontaminate outside of the usual schedule, at no additional cost;</p> <p>1.8 Shall submit a monthly service disinfection and sanitation report to Administrative Division – General Services Section (GSS) indicating therein, the areas that were treated, duly confirmed/acknowledge by the Admin. Division GSS, authorized representative present during the disinfection and sanitation treatment.</p>



	<p><b>Note:</b> Disinfection and Sanitation services shall be allowed only on weekends, with proper coordination with the Admin. Division GSS, unless a different schedule is requested by IC.</p> <p><b>Chemicals and equipment to be used must be environmentally friendly and approved by FDA.</b></p> <p>The Supplier shall proceed with the scope of work every 3<sup>rd</sup> week of each month (weekend) total of <b>twelve (12) times</b> within the period of Contract Agreement in one (1) year.</p> <p><b>Area:</b> This will cover the entire IC building including its premises/surroundings - <b>(Lot Area = 7,123 sq. m.; including the two (2) storey Main building &amp; one (1) storey Annex Building)</b></p>

## II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine peso, should not exceed the ABC of **Seven Hundred Twenty Thousand Pesos (Php720,00.00) inclusive of tax and all other charges.**
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery and acceptance thereof by the IC on the items and/or services rendered or upon submission of Billing Statement and other required documents. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

## III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in the company's letterhead, duly signed by the supplier/service provider or its duly authorized representative.**
2. **A Signed Certified True Copy of the supplier/service provider's valid PhilGEPS Registration Number/Certificate, Certificate of Site Inspection including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.**

3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person not later than 12:00 P.M., May 07, 2025**, to the Administrative Division through any of the following:

Mr. Crisostomo O. Ferrer, IC Administrative Officer – III  
[co.ferrer@insurance.gov.ph](mailto:co.ferrer@insurance.gov.ph)

Mr. Rey M. Gannaban, IC Administrative Aide – II  
[rm.gannaban@insurance.gov.ph](mailto:rm.gannaban@insurance.gov.ph)

Mr. Joshua L. Biasca, IC Administrative Aide – I  
[jl.biasca@insurance.gov.ph](mailto:jl.biasca@insurance.gov.ph)

4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subject to post-qualification and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
- a) Valid PhilGEPS Registration Number/Certificate;
  - b) Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
  - c) Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
  - d) Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
  - e) Latest Income/Business Tax Return (ITR).
  - f) Proof of products/chemicals to be used are approved by FDA;
  - g) Proof of similar services to the government agencies within the two (2) years immediately preceding the submission of quotation.
5. The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

#### IV. SPECIAL CONDITIONS

##### *Qualification of the Supplier*

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.



2. The supplier/bidder **must have at least Certified Service Technician/NC2 from TESDA. A copy of the valid certificate must be submitted to the Administrative Division before implementation of the project.**
3. The supplier/bidder must have business experience similar to the project to be implemented. Additional proof of business experience may be obtained by the IC during post-qualification.
4. All prospective suppliers/bidders, prior to submitting their respective bids, are required to inspect and examine the site and surroundings involved in the Project, to arrive at the most reasonable costing for the needed labor, materials, equipment, and services.

The site inspection and examination shall be allowed until **02 to 05 May 2025, from 09:00 A.M. until 03:00 P.M.** Any cost incurred during the site inspection shall be for the account of the prospective supplier/bidder. For the purpose, each prospective supplier/bidder shall submit a Site Inspection Certificate issued by the Procuring Entity, which shall constitute part of the documentary requirement.

#### ***Delivery of Services***

5. The supplier shall supply and deliver the above requirements within 30 days at **Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila upon receipt of Notice to Proceed.**

#### ***Limitation of Liability***

6. Subject to the IC's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with these *Terms of Reference* or the performance or observance of its obligations under these *Terms of Reference* and every applicable part of it shall be limited in aggregate to the Price.

#### ***Termination***

7. The agreement between the IC and the Supplier shall take into effect upon its approval by the former and acceptance by the latter and shall continue until the completion date and/or exhaustion of the total amount stipulated by the contracting parties, whichever comes earlier, unless otherwise sooner terminated or extended for valid cause.
8. Either Party may terminate the agreement upon notice in writing, if the other is in breach of any material obligation contained in these *Terms of Reference*, which is not remedied (if it is capable of being remedied) within thirty (30) days from written notice from the other Party.
9. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof that is expressly or by

implication intended to come into or continue in force on or after such termination.

### **Miscellaneous**

10. The failure of either party to enforce its rights based on the agreement under these *Terms of Reference* at any time for any period shall not be construed as a waiver of such rights.
11. If any part, term or provision of these *Terms of Reference* is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
12. Neither Party shall be liable for failure to perform or delay in performing any obligation under these *Terms of Reference* if the failure or delay is caused by any circumstances beyond its reasonable control, including, but not limited to, acts of God, war, civil commotion, or industrial dispute.
13. Foregoing contract provisions shall not preclude IC from obtaining courier services from other providers, as may be necessitated when time is of the essence and when circumstances warrant that by doing so is for the best interest of the agency.
14. It is understood that all the relevant provisions of the Republic Act No. 12009 (The New Government Procurement Act) and its amended Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under these *Terms of Reference*.

  
**ATTY. ALBERT LAWRENCE A. VINZON**  
IC Division Manager  
Administrative Division

Manila, 29 April 2025





**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Registration No.:** \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.:** \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **One (1) Year Disinfection and Sanitation Treatment in the IC Manila Main Office building and its Annexes** (P.R. No. 2025-04-227). I/we quote you on the item at prices noted below:

Item No.	Item and Description	Unit Price	Total Price (VAT Inclusive)
	<b>Disinfection and Sanitation Treatment in the IC Manila Office</b>		
	<b>Scope of work:</b>  1. Surface Disinfection and 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;  2. Secure that all the Chemicals/Solutions Supplies and Materials necessary for the implementation of the work are 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; and  3. 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. Provide/assign honest, skilled and well-trained technicians/workforce to ensure proper application and treatment. All personnel assigned to IC must wear proper company uniforms, identification cards, and appropriate Personal Protective Equipment		

	<p>(PPE) and clothing while performing the Disinfection and Sanitation services;</p> <p>5. Disposable gloves and gowns used by the disinfecting staff should be treated as potentially infectious material and disposed in accordance with national rules;</p> <p>6. Must have exercise extraordinary diligence in the performance of its services to ensure that no 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;</p> <p>7. Provide on-call service in-between schedule for immediate additional service if there be a sudden outbreak of COVID-19 infections at the IC or should there be an immediate need to disinfect/decontaminate outside of the usual schedule, at no additional cost;</p> <p>8. Shall submit a monthly service disinfection and sanitation report to Administrative Division – General Services Section (GSS) indicating therein, the areas that were treated, duly confirmed/acknowledge by the Admin. Division GSS, authorized representative present during the disinfection and sanitation treatment.</p>		
<b>Total Bid Price</b>		<b>Php</b>	
<p><b>Note:</b> Disinfection and Sanitation services shall be allowed only on weekends, with proper coordination with the Admin. Division GSS, unless a different schedule is requested by IC.</p> <p><b>Chemicals and equipment to be used must be environmentally friendly and approved by FDA.</b></p> <p>The Supplier shall proceed with the scope of work every 3<sup>rd</sup> week of each month (weekend) total of <b>twelve (12) times</b> within the period of Contract Agreement in one (1) year.</p> <p><b>Area:</b> This will cover the entire IC building including its premises/surroundings - (Lot Area = 7,123 sq. m.; including the two ( 2) storey Main building &amp; one (1) storey Annex Building)</p>			



In compliance with the Terms and Conditions, a notarized **Omnibus Sworn Statement** (using prescribed template/format), as well as, signed **certified true copies** of the following documents are enclosed:

1. Valid PHILGEPS Registration Certificate;
2. Business Registration Certificate from Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable;
3. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
4. BIR Registration Certificate and Latest Income/Business Tax Return (ITR).
5. Proof of products/chemicals to be used are approved by FDA;
6. Proof of similar services to the government agencies within the two (2) years immediately preceeding the submission of quotation.

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Signature over Printed Name of Authorized  
Representative and Position



## CERTIFICATE OF SITE INSPECTION

This is to certify that the \_\_\_\_\_ has conducted an ocular or site inspection on \_\_\_\_\_ **2025**, relative to the requirement of the project hereunder specified:

<b>NAME OF PROJECT</b>	One (1) Year Disinfection and Sanitation Treatment in the IC Manila Main Office building and its Annexes
<b>PURCHASE REQUEST/ REF. NO.</b>	2025-04-227
<b>LOCATION</b>	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
<b>MODE OF PROCUREMENT</b>	Small Value Procurement ( <i>Sec. 34.1, The Implementing Rules and Regulations of R.A. No. 12009 or The New Government Procurement Act (NGPA)</i> )
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Seven Hundred Twenty Thousand Pesos (Php720,000.00), <i>inclusive of taxes and other applicable charges</i>
<b>IMPLEMETING OFFICE</b>	IC Administrative Division

Issued this \_\_\_\_\_ | 2025.

**ATTY. ALBERT LAWRENCE A. VINZON**  
IC Division Manger  
Administrative Division



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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 the Notarial Practice]*