



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers/distributors to quote their *lowest price* on the items listed below subject to the General Conditions stated herein and submit the same duly signed by their authorized representatives not later than **25 August 2020 (Tuesday)**:

NAME OF PROJECT : SUPPLY AND DELIVERY OF PERSONAL AIR
IONIZERS FOR THE PRESIDENTIAL
MANAGEMENT STAFF (PMS)

TERMS OF REFERENCE :

1. BACKGROUND

The number of confirmed COVID-19 cases continue to increase posing serious threats to the health, livelihood and well-being of the people, including those of the OP-PMS workforce resulting in a significant impact on their work.

To ensure safety and wellness of its personnel, particularly those working onsite, those commuting to and from the office, and those providing frontline services including its allied personnel, the OP-PMS Management deems it important to determine ways and exert reasonable efforts to help protect its personnel. Among this is the provision of a wearable air purifier/miniature air ionizer that removes airborne pollutants and floating viruses and bacteria from one's breathing space.

2. LEGAL BASES

MEMORANDUM CIRCULAR NO. 08 S. 2020 ISSUED BY THE CIVIL SERVICE COMMISSION ON 02 APRIL 2020 WHICH PROVIDES THAT *"IT IS THE RESPONSIBILITY OF EACH GOVERNMENT OFFICIAL/EMPLOYEE OR ANY INDIVIDUAL SERVING THE PUBLIC SECTOR TO ENSURE THAT HE/SHE EMPLOYS THE NECESSARY MEASURES TO PREVENT THE SPREAD OF THE COVID-19 INFECTION IN THE PUBLIC SECTOR WORKPLACE"*

Personnel Welfare Concerns Committee (PWCC) Resolution no. 5 dated 09 August 2020 recommending the procurement of personal ionizers for all PMS and its allied services personnel to help build their resistance against the virus.

Section 10, Rule IV of the Implementing Rules and Regulations (IRR) of R.A. No. 9184, Series of 2016, provides that, *"All procurement shall be done through competitive bidding, except as provided in Rule XVI of the IRR (Alternative Mode of Procurement)."*

3. SCOPE

This Terms of Reference (TOR) shall govern the supply and delivery of personal air ionizers for the PMS.

4. SPECIFIC DELIVERABLES BY THE SUPPLIER

The prospective suppliers must bid for the supply and delivery of **Three Hundred Forty Six (346)** pieces of personal air ionizers with the following specifications:

	Specification	Parameter
1	Dimension	H80mm x W37mm x D24mm ± 2mm
2	Coverage Area	≥ 1 meter zone breathing space
3	Negative Ions Discharge	8-12 million negative ions / ccm
4	Power Supply	Rechargeable Lithium Battery
5	Battery Operating Hours	35 - 40 hours
6	Battery Charging Time	≤ 4 hours
7	Weight	50 grams ± 2 grams
	Others	
8	Provision of necklace chain/band/cord	Requirement
9	Safety certificate from internationally accepted standards' governing body	Requirement

5. SCHEDULE OF DELIVERY

Supply and delivery of the personal air purifier necklace shall be made by the winning bidder within seven (7) calendar days upon receipt of the Notice to Proceed. Payment shall be made upon completion and acceptance of delivery of the required items, subject to deduction of applicable taxes by PMS.

6. WARRANTY

All items, including its spare parts, must have a warranty of at least one (1) year (i.e., replaceable within 3 to 5 days from discovery of defect).

7. TERMS OF PAYMENT

Payment shall be made upon completion and acceptance of delivery of the required items, subject to deduction of applicable taxes by PMS and 5% retention fee. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the cost of the undelivered portion for every day of delay.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

8. APPROVED BUDGET FOR THE CONTRACT

Approved budget for the contract is **₱622,800.00**.

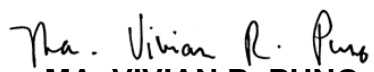
GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. The PhilGEPS Registration Number, Mayor's or Business Permit, Income or Business Tax Return and Notarized Omnibus Sworn Statement shall be attached to the quotation.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra cost** to the PMS.
4. All quotations shall be considered as **fixed prices** and, are, therefore, **not subject to price escalation** during contract implementation.
5. All transactions are subject to withholding of appropriate taxes and fees.
6. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
7. A penalty of one-tenth of one percent (0.001) of the total value of the unperformed portion for every day of delay shall be imposed until such goods or services are finally delivered or performed and accepted by PMS.

For further inquiries, please coordinate with Atty. Julius P. Alegrado or Ms. Tricia Ann Coleen M. Bautista at telephone number 8733-4888 or at cellphone number 09175967104. The Quotation may be submitted through e-mail at bac@pms.gov.ph.

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding 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.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


MA. VIVIAN R. PUNO
*Assistant Secretary and Chairperson,
PMS-Bids and Awards Committee*