

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2021-511  
Posting Date: August 27, 2021

The Office of the Vice President (OVP), through its General Services Division, will undertake a Small Value Procurement for the Project, ***“Provision of RT PCR Test for OVP Staff, Volunteers and Close Contacts”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Five Hundred Sixteen Thousand Pesos (P516,000.00)  
for the Contract

Specifications : Please see attached Annex “A”

Delivery Address : 7<sup>th</sup> Flr. Ben Lor Bldg., 1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit;
2. PhilGEPS Registration Certificate;
3. Original and Notarized Omnibus Sworn Statement;
4. Certificate of Satisfactorily Completed Similar Projects;
5. Compliance to the Technical Specifications (Annex “A”); and
6. Accomplished Price Quotation Form (Annex “B”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of August 31, 2021 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129 or mobile number 09190660696

  
**SOFA C. YANTO-ABAD**  
BAC Chairperson

**TECHNICAL SPECIFICATIONS**

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Statement of Compliance
Must administer RT PCR Swab Test (walk-in/on-site or home service), as scheduled by the HRMD during agreed schedules on weekdays	
Must have laboratory and testing site within 10km radial distance from the OVP Main and Extension Offices	
Must be Department of Health (DOH) accredited / certified testing center to administer swab test for COVID-19	
Must use nasopharyngeal or oropharyngeal swab (RT PCR) testing kits approved by the Food and Drug Administration (FDA)	
Must be able to provide results within 24 hours	
Must be able to provide home service within 40km radius from the laboratory/testing site upon receipt of request and address for home service at least one (1) day prior to the appointment (as applicable)	
Must ensure observance of safety protocols and compliance to applicable regulatory standards and standards	
Must be PhilHealth accredited	
Must comply with Data Privacy Act	
Schedule of deliveries may change upon notice from end-user during actual implementation	

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

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**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

**The General Services Division**  
Office of the Vice President  
7<sup>th</sup> Floor, Ben-Lor Building  
1184 Quezon Avenue, Quezon City

**Sir/Madam:**

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Quantity	Unit Price	Total Price
<b>Provision of RT PCR Test for OVP Staff, Volunteers and Close Contacts</b>	<b>Onsite Services</b>			
	Philhealth Members	450 pax		
	Non-Philhealth Members	100 pax		
	<b>Home Service</b>			
	Philhealth Members	100 pax		
	Non-Philhealth Members	20 pax		
	Total (inclusive of VAT)			

- (2) We undertake to deliver above service per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

\_\_\_\_\_  
The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Number

*J*