



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

**REQUEST FOR QUOTATION
(2021-11-076)**

***FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF
SERVICE TO CONDUCT RAPID ANTIGEN TEST
(NASOPHARYNGEAL SWAB-NASAL) FOR ERC
EMPLOYEES/PERSONNEL***

The Energy Regulatory Commission (ERC), through the General Appropriations Act of 2021, intends to apply the sum of ***Nine Hundred Twenty-three Thousand Three Hundred Thirty-Three Pesos and 33/100 (PhP923,333.33)***, being the Approved Budget for the Contract of the procurement of **Supply and Delivery of Service to Conduct Rapid Antigen Test (Nasopharyngeal Swab-Nasal) for ERC Employees/Personnel**, with the following detailed requirements:

I. GENERAL CONDITIONS

- a.** Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
- b.** Price quotation/s must be denominated in Philippine Peso (PhP) and already inclusive of taxes, duties and/or levies payable;
- c.** Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected;
- d.** Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein as determined during the post-qualification procedure;
- e.** The goods shall be delivered according to the requirements specified in the technical specifications;
- f.** The ERC shall have the right to conduct the necessary inspection and verification of the good/s to confirm its/their conformity to the technical specifications;
- g.** Should two (2) or more suppliers be determined and declared as the lowest calculated quotation/ lowest calculated and responsive

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quotation (LCRQ), ERC shall adopt a non-discretionary and non-discriminatory tie-breaking method in accordance with the Government Procurement Policy Board Circular 06-2005 dated 5 August 2005;

- h.** Payment shall be made after complete delivery and upon the submission of the required supporting documents (i.e. order slip and/or billing statement) by the supplier; and
- i.** Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. ERC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies available.

II. TECHNICAL SPECIFICATIONS

One (1) lot of **Supply and Delivery of Service to Conduct Rapid Antigen Test (Nasopharyngeal Swab-Nasal) for ERC Employees/Personnel** with the following technical specifications:

Target Number of Test Kits

One Thousand (1,000) Rapid Antigen Test (Nasopharyngeal Swab-Nasal) kits.

Place of Testing: Must have existing Clinic and be able to provide mobile service, drive thru facilities and onsite deployment at ERC Offices (Main, Visayas Area Operations Division (VAOD) and Mindanao Area Operations Division (MAOD)).

- Must be able to provide 24-hours service, 7 days a week including all holidays
- Includes medical consumables and test kits
- Shall be paid based on the number of Rapid Antigen Test

Test Result: Accurate laboratory test results within 30 mins. through mail and/or email

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(see attached Terms of Reference)

III. SPECIFIC TERMS AND CONDITIONS

a. Delivery Period

Delivery of service shall commence on the next working day after receipt of the Notice to Proceed.

b. Payment Terms

(see attached Terms of Reference)

IV. APPROVED BUDGET FOR THE CONTRACT

The ABC is *Nine Hundred Twenty-Three Thousand Three Hundred Thirty-Three Pesos and 33/100 (PhP923,333.33)*, inclusive of VAT and other government taxes, fees and charges.

V. MODE OF PROCUREMENT

The mode of procurement shall be through alternative mode, particularly **Small Value Procurement**, as provided under Section 53.9, Rule XVI of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

VI. DOCUMENTARY REQUIREMENTS

For purposes of determining the eligibility of suppliers, the prospective supplier/s shall submit in a **sealed and signed** envelope ***on or before 29 November 2021 (Monday) at twelve o'clock noon (12:00 N.N.)*** Copy/ies of the following documents:

- a. **PhilGEPS Registration Certificate/Number;**
- b. **Mayor's/Business Permit** (*if recently expired, submit certified true copy of the official receipt as proof that it has applied for renewal*);

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- c. Income/Business Tax Return CY 2020 or Business Tax Return (filed within two (2) months prior to the opening of quotations), duly stamped received by the BIR (only for ABC above PhP500,000.00);**
- d. Duly Notarized Omnibus Sworn Certificate** Attached and labeled as Annex “A” in the RFQ <https://www.gppb.gov.ph/downloadables.php> (original must be submitted); and
- e. Technical and Financial Proposal.**

However, item (b) of the above documentary requirements may be dispensed should the prospective supplier submit its PhilGEPS **Platinum** Registration and Membership.

The ERC now invites suppliers to submit their best offer or quotation for the contract which must be delivered in a **sealed and signed** envelope to:

ATTY. ERNIZITA KHO
Chairperson, Bids and Awards Committee
Secretariat-Alternative
8th Floor, Pacific Center Building, 33 San Miguel
Avenue, Ortigas Center, Pasig City

The ERC reserves the right to accept or reject any quotation, to annul the procurement process, and to reject all quotations at any time without thereby incurring any liability to the affected supplier/s.


SHARON O. MONTAÑER
BAC Chairperson, Alternative



ngc/jjpr/eor/ebk - Services to Conduct RT-PCR Swab for ERC Employees/Personnel

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Omnibus Sworn Statement
[shall be submitted with the Bid]

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;**

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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;
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;

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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.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorney's No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

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

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

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