

TERMS OF REFERENCE

Decontamination and Disinfection Process of PhilGuarantee Offices

I. COVERAGE

The proposed contract shall cover the thorough decontamination and disinfection of the Philippine Guarantee Corporation (PhilGuarantee) offices located at: (1) 17th floor of Cititower Building, 1227 Valero St., Salcedo Village, Makati City with an area of 1,500 square meters; and (2) Solid Jade Building, 335 Sen. Gil Puyat Avenue, Makati City with an area of 5,000 square meters.

Bidders must have the technology, equipment, and manpower to conduct decontamination activities using chemicals or liquid solutions that would eliminate and kill micro-organisms, bacteria and viruses related to the Covid-19 pandemic, and also safe for people and the environment.

II. SCOPE OF WORK

1. Nano Surface Disinfection – 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; and
2. Air sterilization - sanitation process where the buildings are sterilized and deodorized using vaporized particles.

III. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit;
2. DTI Registration;
3. BIR Registration;
4. PhilGEPS Registration Number; and
5. Certification/s that the solutions/chemicals to be used for the decontamination and disinfection activities are certified by the EPA, FDA, or other government agencies.

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IV. APPROVED BUDGET FOR THE CONTRACT

Ninety-Seven Thousand Five Hundred Pesos (₱ 97,500.00), inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

V. TERMS OF PAYMENT

Payment shall be made thirty (30) working days upon submission of the following:

1. Completion Report signed by a Chemical Engineer including photographs of the activities;
2. Service Report stating that the decontamination activities has been completed; and
3. Certification signed by a registered Chemical Engineer, and the company's authorized representative that a thorough decontamination and disinfection of the offices were conducted and that the buildings are safe to resume office activities.

VI. TERMS OF DELIVERY

Within three (3) working days from receipt of Job Order/Contract.



ROSEMARIE N. PRINCIPE
Vice President, FGSD