



REQUEST FOR QUOTATION

PROCUREMENT OF GENERAL PEST AND TERMITE CONTROL SERVICES FOR THE PROCUREMENT SERVICE-DBM FOR TWO (2) YEARS

AMP-008-24 (SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annexes A and B).

LOT NO.	QUANTITY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	1 lot	Procurement of General Pest Control and Termite Control Services for Two (2) Years	P504,014.20

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided. The Project allows partial bids, bidders may submit a proposal on any or all of the lots, and evaluation will be undertaken on a per lot basis, as the case may be. The Project will be awarded as separate contracts per lot.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **20 February 2024; 11:00 AM** at the address indicated below:

Maria Danica P. Abengoza
Secretariat, Internal BAC
2nd Floor, PS-DBM Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila
[*internal-bacsec@ps-philgeps.gov.ph*](mailto:internal-bacsec@ps-philgeps.gov.ph)

Handwritten mark

Only one (1) set of documents certified to be true copies of the original shall be required. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Quotations and other documents required **may either be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* **or electronically** to ebid-ibac@ps-philgeps.gov.ph, on or before the deadline of submission as stated in this RFQ. Bidders must only select one mode of submission. **In case of electronic submission, the proposal shall be in a password-protected compressed archive folder. The passwords for accessing the file will be disclosed by the bidders only during the actual bid opening.**

Unsealed or unmarked bid envelopes, or in case of electronic bid submission, proposals not in compressed archive folders and are not password-protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

SIGNATURE REDACTED

ENGR. DIANE T. ARBITRARIO
Chairperson, iBAC



The document below shall be submitted during submission of offers:

No	Requirements	Instruction
1	Annex "A" Bid / Price Proposal Form	<p>Must indicate the unit and total price.</p> <p>Must indicate the required information.</p> <p>Must be duly signed by the authorized representative.</p>

Items Number 2, 3, 4, and 5 shall be submitted upon issuance of notice to submit documents during the evaluation of offers.

No	Requirements	Instruction
2	Mayor's Permit for the year 2024	Must be valid for the year 2024
3	PhilGEPS Registration Number	Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)
4	Latest Income Tax Returns (BIR Form 1701 or 1702).	Submit the ITR for the year 2022
5	Omnibus Sworn Statement (Annex "B") and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	<p>Ensure that there are eleven (11) declarations.</p> <p>Indicate required information.</p> <p>Attach competent evidence of identification (valid government-issued ID. The use of Cedula shall be invalid).</p> <p>Must be duly notarized and signed.</p>

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2 and 3.

Bidders are not precluded from submitting all the required documents during the bid submission stage, in order to facilitate the evaluation of the proposals, as long as the required documents are valid and duly accomplished as instructed.

JK

Bid / Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-008-24** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT OF GENERAL PEST AND TERMITE CONTROL SERVICES FOR THE PROCUREMENT SERVICE – DBM FOR TWO (2) YEARS** in conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	Years	Procurement of General Pest Control and Termite Control Services for Two (2) Years General Requirements: 1. The contractor agrees to provide technical and professional labour, equipment, materials, and supervision for the General Pest and Termite Control service for all the areas of the Procurement Service-DBM 2. Submission of Service Report for each treatment 3. Conforms with the attached Terms of Reference		
Total Price in Words:					

TERMS OF REFERENCE

PROCUREMENT OF GENERAL PEST AND TERMITE CONTROL SERVICES FOR THE PROCUREMENT SERVICE – DBM FOR TWO (2) YEARS

Introduction

The Procurement Service - Department of Budget and Management (PS-DBM) is an attached agency of the Department of Budget and Management whose mandate is to operate a government-wide procurement for Common-Use Supplies and Equipment.

Per its 2024 Annual Procurement Plan, PS-DBM has allotted a budget for the Procurement of Pest and Termite Control Services for the Offices and Warehouses of PS DBM main office and PhilGEPS office.

Objective

To obtain a contractor for the General Pest and Termite Control Services for the Procurement Service – DBM.

Scope of the Contract

The contractor agrees to provide technical and professional labour, equipment, materials, and supervision for the General Pest and Termite Control service for all the areas of PS – DBM and PhilGEPS Office.

The scope of works shall include but not limited to:

1. Inspection of the whole area to determine the species of pests, their feeding habits and harbourage, and to check signs of infestation, including droppings, damages, urine, runs, foot prints, smears, and nests. Pest and Termite control covers the whole PS-DBM Compound and PhilGEPS Office with approximately 12,050 square meter (sq.m.) area.
2. The contractor shall provide a process on pest control application and actual treatment methodologies based on the actual inspection.
3. Monthly treatment of General Pests and Termites which shall include but not limited to the following:
 - a. Crawling Insect Control (Ant and Cockroach)
 - Residual spraying and/or gel baiting for crawling insects on walls, floors, cracks and crevices, drainage, cabinets, as well as undersides of furniture and appliances or other potential harbourage.
 - b. Flying Insect Control (Fly and Mosquito Control)
 - Residual misting for flying insects.
 - c. Rodent Control
 - Rodent Control by means of baits and traps such as mechanical cages, glue boards and anticoagulant rodenticides placed on strategic locations which show signs of rodent activities.
 - d. Mollusc Control
 - Mollusc control by means of scattering molluscicide beads or pellets in the plant boxes and soil areas within the PS-DBM compound.
4. Quarterly treatment of Termite which shall include but not limited to:

- a. Termite Control covers the following areas:
 - Warehouses – approximately 2900 sq. meters
 - Offices – approximately 3800 sq. meters
 - b. Treatment for the first quarter, pressurized injection of termiticide solution at existing drilled holes at maximum 1 meter apart on the perimeter of each building.
 - c. In case of no or covered drilled holes, the contractor shall drill new holes with a maximum 1 meter apart on the perimeter of each building.
 - d. All plant boxes within the PS-DBM compound shall be injected with termiticide solution.
 - e. Quarterly site visit/inspection.
 - f. Spraying of termiticide solution on areas where live termites were found.
 - g. Application or installation of termite baits on areas that were found infested.
 - h. Demolition of mound, if any.
 - i. Checking of existing ceiling, drywalls, wooden cabinets, and door jambs for termites ideal nesting ground. If found, infested wooden parts shall be disposed immediately.
 - j. Drilled holes shall be covered with cement after the treatment, if necessary.
5. Submission of Service Report for each treatment to be acknowledged by the General Services Division (GSD).

The General Pest Control and Termite Control shall be scheduled on weekends or as advised by the GSD. The contractor shall likewise be on-call for pest and termite treatment whenever necessary without any additional cost/fees.

Contractor shall apprise the client of any health or environmental hazards that may be posed by the chemical applications. Contractor shall strictly observe precautionary warnings and other instructions concerning the proper use and application of the chemicals to be used.

General Requirements

1. All chemicals/solutions to be used by the contractor must be registered to the Fertilizer and Pesticide Authority (FPA), the Food and Drug Administration (FDA) and/or other Government Agencies concerning the product.
2. Deployed personnel of the contractor must be equipped with the proper PPEs prior to treatment.
3. Disposal of all hazardous waste used such as empty chemical/ solution containers, used PPEs, and excess chemicals/ solutions shall be included in the scope of works of the contractor.
4. Submission of Service Reports for each treatment subject for approval of the GSD.

Project Sites:

1. PS-DBM Main Office located at RR Road, Cristobal St., Paco Manila
2. PhilGEPS Office located in AAP Tower New Manila, Quezon City (until April 2024 only or as needed)

Service Level Agreement

1. The contractor shall ensure that all chemicals/solutions to be used shall not pose a health hazard to the occupants of the building.

2. The contractor shall follow all safety precautions in the application and handling of all chemicals/solutions.
3. The contractor shall provide services in accordance with the industry best practices, using safe and environmentally friendly methods. All technicians are trained and certified to perform pest control and termite treatments.
4. The contractor shall submit an official list of qualified technicians provided with training certificates and photocopy of company ID.
5. The contractor shall ensure that all office areas, including floorings, walls, office furniture and fixtures, etc., will have no stain marks or droplets of chemicals/solutions used.
6. The contractor shall be held responsible for the cost of damages and/or necessary repairs caused by, or those that are reasonably attributable to the contractor and its employees.
7. In every treatment, the chemicals/solutions to be used and workmanship of the contractor shall be subject for inspection and approval of the General Services Division.
8. The contractor will provide detailed service reports after each visit, including findings, treatments performed, recommendations, and any necessary follow-up actions.
9. The contractor shall agree to quarterly evaluation of the outcome of the pest control measures being implemented. If found unsatisfactory, the contractor shall be given 30 days to rectify the findings and will be re-evaluated. Failure of the contractor to pass the re-evaluation will result in the termination of the contract.
10. The type of pesticides/chemicals being applied or the methods being implemented may be changed/replaced if found ineffective.

Duration of the contract

The effectivity of the contract is for two (2) Years unless otherwise terminated by either or both parties pursuant to Item 9 of the Service Level Agreement of this contract.

Payment Terms

Procurement Service agrees to pay the Contractor in consideration of the performance of their service on a monthly basis. The following are pertinent documents needed for the processing of payments:

- Service Report for each treatment acknowledged and signed by the GSD.
- Billing Statement or Service Invoice addressed to the Procurement Service – Department of Budget and Management
- Photos taken during the actual performance of the treatment.

OK

SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS

Within **Two (2) Years** from receipt of Notice to Proceed

Project Site:

- 1. PS-DBM Main Office located at RR Road, Cristobal St., Paco Manila**
- 2. PhilGEPS Office located in AAP Tower New Manila, Quezon City (until April 2024 only or as needed)**

Contact Person:

Engr. Ray Mark R. Ramos

General Services Division

Email Address: rmramos@ps-philgeps.gov.ph

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Date

Company Name

Authorized Representative Name/Signature

Address

Official Contact No.

Omnibus Sworn Statement (Revised)
[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;**

21

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;

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;

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____

Fax No/s.: _____

E-mail Add/s.: _____

Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.