

REQUEST FOR QUOTATION

PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

AMP-009-21 (SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Proposal Form (submit Annexes "A, B, C and D"), subject to terms and conditions stated in the RFQ.

Accomplish and Submit all forms attached (Annexes A, B, C and D)

LOT	QTY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	1 LOT	PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)	₱ 394,000.00

The proposal duly signed by you or your duly authorized representative, accompanied by the required forms, shall be submitted not later than **July 26, 2021; 10:00 am** at the address indicated below:

Mr. Fortunato Cortez
Secretariat, Internal BAC 1
General Services Division
2nd Floor, PS Complex
email add: internalbacsec@ps-philgeps.gov.ph
fcortez@ps-philgeps.gov.ph

Procurement Service-PhilGEPS

Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations the deadline of submission and opening of proposals of which are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs

where it wishes to participate. 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.

Proposals and other documents required may be sent electronically to internal-bacsec@ps-philgeps.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.

(SGD.)

MR. JOSEPH CONRAD D. DUEÑAS

Chairperson, iBAC 1

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, C, and D) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, or upon notice by the iBAC1:

- 1. Mayor's Permit for the year 2021;*
- 2. PhilGEPS Registration Number;*
- 3. 2020 Income Tax Return;*
- 4. Omnibus Sworn Statement; and*
- 5. Brochure, if applicable*

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents 1 and 2.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

Please supply the following information for purposes of evaluation:

Requirement	Control Number	Other Necessary Details
<p>1. Mayor's Permit for the Year 2021</p>	<p>Permit No:</p>	<p>Expiration Date:</p>
<p>2. PhilGEPS Registration</p> <p>Please check the type of registration:</p> <p><input type="checkbox"/> Red Registration</p> <p><input type="checkbox"/> Platinum Registration</p>	<p>Registration No:</p>	<p>Expiration of Platinum Membership :</p>
<p>3. 2020 Income Tax Return</p>	<p>Date of Filing:</p>	<p>Date Stamped Received by the BIR:</p>
<p>4. Accomplished Omnibus Sworn Statement (Attached)</p>	<p>Name of Authorized Representative:</p>	<p>Attached Form of Authorization:</p> <p><input type="checkbox"/> For Corporations or Joint Ventures Secretary's Certificate or Board Resolution</p> <p><input type="checkbox"/> For Sole Proprietorship: Special Power of Attorney</p> <p><input type="checkbox"/> For Partnership: Partnership Resolution</p>



Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee 1
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-009-21 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers for the **PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**. In conformity with the said Request for Quotation for the sums stated hereunder:

LOT	QTY	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1 LOT	PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)	P	P

Total amount in words: _____

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Terms of Reference.

Until a formal Contract is prepared and executed, this Proposal, 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 Proposal you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contact No.



SCHEDULE OF REQUIREMENTS

LOT	QTY	ITEM DESCRIPTION	DELIVERY SCHEDULE
1	1 LOT	PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)	Within fifteen (15) Calendar Days upon receipt of Notice to Proceed

I hereby commit to deliver the required quality and quantities upon receipt of the Letter Order and Notice to Proceed as indicated above.

Name of Company

**Signature Over
Printed Name of
Authorized
Representative**

Date



TECHNICAL SPECIFICATIONS

**PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR
FOR THE PROCUREMENT SERVICE - DBM**

Lot No. 1	:	PROCUREMENT OF GENERAL PEST CONTROL SERVICE FOR ONE (1) YEAR FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)
QUANTITY	:	One (1) Lot
APPROVED BUDGET FOR THE CONTRACT	:	₱ 394,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Procurement of General Pest and Termite Control Services for the Procurement Service - DBM	
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	
General Pest Control	
1. Inspection of the whole area to determine the species of pests, their feeding habits and harbourage, to check signs of infestation, including droppings, damages, urine, runs, foot prints, smears and nests. Pest control covers the whole PS compound with approximately 12,708 sq. meters.	
2. Monthly treatment of General Pests which shall include but not be 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 furnitures and appliances of 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 such as anticoagulant rodenticides and traps such as mechanical cages and glue boards placed on strategic locations which show signs of rodent activities	
Termite Control	
1. Quarterly Termite Control which shall include but not be limited to:	
a. Termite Control covers the following areas:	
- Warehouses - 2900 sq. Meters	
- Offices - 3800 sq. Meters	
b. Treatment for the first quarter, pressurized injection of termicide solution at existing drilled holes at maximum 1 meter apart on the perimeter of each building	
c. Quarterly follow up site visit/inspection:	
d. Spraying of termiticides solution on areas where live termites are found.	
e. Demolition of mound if any.	
f. Drilled holes shall be covered with cement after the treatment, if necessary.	
4. Submission of Service Report for each treatment	
Note: 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.	
Project Site:	
Procurement Service Main Office located in RR Road, Cristobal St., Paco, Manila	
Project Duration: 1 year	
Compliant to the attached Terms of Reference	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

**Name of
Company**

**Signature Over Printed Name of
authorized Representative**

Date

A handwritten signature in black ink, appearing to be a stylized letter 'A' or similar character, located in the right-hand column of the form.

TERMS OF REFERENCE

Procurement of General Pest and Termite Control Services for the Procurement Service - Department of Budget and Management

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 2021 Annual Procurement Plan, PS has allotted a budget for the Procurement of Pest Control Services for the Offices and Warehouses of PS-PhilGEPS.

The General Services Division has determined the urgency for the need of the above-mentioned project hence, requiring immediate procurement.

Objective

To obtain a contractor for the General Pest Control Services for the Procurement Service – PhilGEPS.

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 the Procurement Service - DBM.

The scope of works shall include but no be limited to:

1. Inspection of the whole area to determine the species of pests, their feeding habits and harbourage, to check signs of infestation, including droppings, damages, urine, runs, foot prints, smears, and nests. Pest control covers the whole PS Compound with approximately 12,708 sq. meters area.
2. Monthly treatment of General Pests which shall include but not be 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.

3. Quarterly treatment of Termite which shall include but not be limited to:

- a. Termite Control covers the following areas:
 - Warehouses - 2900 sq. meters
 - Offices - 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. Quarterly site visit/ inspection.
- e. Spraying of termiticide solution on areas where live termites are found.
- f. Demolition of mound if any.
- g. Drilled holes shall be covered with cement after the treatment, if necessary.

4. Submission of Service Report for each treatment to be acknowledged by the GSD.


The General Pest Control and Termite Control shall be scheduled on weekends or as advised by the General Services Division. The Contractor shall likewise be on-call whenever necessary.

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 in the services.

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 not have any single symptom of COVID-19 and must be willing to fill-up and submit the health declarations form from the PS-PhilGEPS and subject for body temperature check prior to treatment.
3. Deployed personnel of the contractor must be equipped with the proper PPEs prior to treatment.
4. Disposal of all hazardous waste used such as empty chemical/ solution containers, used PPEs, and excess chemicals/ solutions shall be included in scope of works of the contractor.

Project Site:



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 follow all safety precautions set by the Department of Health against COVID-19.
4. 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.
5. 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.
6. The contractor shall agree to quarterly evaluation of the outcome of the pest control measures being implemented. The type of pesticides/chemicals being applied or the methods being implemented may be changed/replaced if found ineffective.

Duration of the contract

The contract is for One (1) Year.

Payments

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

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

Prepared by:

(SGD.)

BERWIN PAUL S. PAGBILAO
Administrative Officer V

Approved by:

(SGD.)

MARK ANTHONY G. HUERTAS
OIC –Chief, General Services Division

ANNEX "D"

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;**
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; and
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 email address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of the 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 is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Note:

"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;

