



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 21 May 2024
RFQ No. : 2024-05-007-A

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Supply, Delivery, and Services of General Pest Control for the Presidential Communications Office FY 2024 (Procurement/Contract No. 2024-PCO-053)** with an Approved Budget for the Contract in the amount of **Four Hundred Sixty-Six Thousand Six Hundred Sixty-Seven Pesos (PHP 466,667.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail (bac1@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 27 May 2024 at 8:00 AM**.

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor’s/Business Permit (for recently expired permits, please attach a copy of the Official Receipt as proof of renewal.)
2. Duly Accomplished Omnibus Sworn Statement (template attached hereto as Annex “A”) **to be Notarized by the eligible supplier prior to payment**.

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**. Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at bac1@pco.gov.ph

Original signed
JOHN JAFET A. SORIANO
BAC Secretariat

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATION

Detailed Technical Specifications

1. Qualification of the Service Provider

a. Licenses and Certifications

- i. The Service Provider must present a valid **License to Operate** from the Food and Drugs Administration (FDA), Fertilizer and Pesticide Authority (FPA) and other related pest control associations duly accredited by the Philippine Government - stating that the company authorized to engage in urban pest control operations within the cities and municipalities of Metro Manila. *(To be submitted as part of the post qualification).*
- ii. The Service Provider must present a **Certificate of Membership** issued by the National Committee on Urban Pest Control (NCUPC) and/or Pest Control association of the Philippines (PCAP) and/or Philippine Federation of Pest Management Operators Association (PFPMOA) and/or Fertilizer and Pesticides Authority.
- iii. The Service Provider must have skilled technicians and well-trained applicators as evidenced by Training Certificates provided by any of the above-mentioned accredited institutions. *(To be submitted as part of the post qualification).*

b. Chemicals, Materials, Tools, Equipment, and Labor

- i. Only environment-friendly or green-labeled pesticides/chemicals approved by the government (FDA) with their corresponding Certificate of Product Registration with FDA and their respective Safety Data Sheets or SDS, shall be used. *(To be submitted as part of post qualification).*
- ii. Sprays must be odorless and non-staining.

- iii. All materials, tools, equipment, and labor needed to deliver the obligations arising from this contract shall be on the account of the Service Provider

2. Scope of Work

- a. The contractor shall provide all labor and materials, tools and equipment, supervision and other incidentals for the extermination and effective control of all disease transmitting and destructive pests such as flies, mosquitoes, cockroaches, ants, rodents, mice, termites, and other flying and crawling insects. Works shall include the following:
 - i. Residual Spray Treatment for Crawling Insect or Pests in cracks, crevices, drainage, baseboards, and other places that may provide nests.
 - ii. Fogging for insect on all areas and Misting for Flying Insect or Pests on Hallways, ornamental plants, and other facilities.
 - iii. Rodent and Mice Control with the use of baits and traps set in strategic location that show sign of activity.
 - iv. Inspection of Chemicals/solutions to be use including submission of Material Data Safety Sheet.
 - v. Schedule of general maintenance program per area based on scope of work shall be submitted to the GSD-Maintenance on a monthly basis. A detailed pest control plan based on findings during inspection shall be submitted prior to commencement of contract.
- b. The schedule of work shall include but not be limited to the following (Common Area treatment):
 - i. Start of Service **June 2024 and Ends on December 2024 (7-Months)**
 - ii. Once-a-month misting
 - iii. Trapping as needed of rats and mice
 - iv. Once-a-month inspection of grounds and common areas to immediately detect and address other pest control items.
- c. The Contractor shall ensure that treatment covers the following premises:

Presidential Communications Office (PCO)		
New Executive Building, Malacañang, Manila		
Item	Main Building & Annex	Floor Area
1	Basement	662.16 SQM
2	Ground Floor	981.42 SQM
3	2 nd Floor	926.26 SQM
4	3 rd Floor	946.97 SQM
5	4 th Floor	898.32 SQM
	TOTAL	4,415.13 SQM

NEB BUILDING PERIMETER 197.40 METERS (LENGTH)

NEB Parking Floor Area		
1	Ground	1,058.75 SQM
2	2 nd Floor	1,058.75 SQM
3	ROOF DECK	1,058.75 SQM
	TOTAL	3,176.25 SQM

NEB POWER HOUSE		
1	Ground	325.0 SQM
2	ROOF DECK	325.0 SQM
	TOTAL	650.0 SQM

d. Manpower:

- i. The Contractor shall assign at least one (1) technician to deliver regular pest control services for the common areas of the PCO on a once-a-month basis and as required by the GSD-Maintenance.
- ii. Relievers and Augmentation Team should be made available during emergency situations and in case of absence of regularly assigned staff.
- iii. The Contractors technicians shall always wear complete uniform complete with identification card.

3. Service Standards and Conditions

- a. The Service Provider shall ensure that all its employees adhere to all security measures and procedures required by PCO in the performance of the services provided under the contract and shall, under no circumstances, violate standard rules and regulations.
- b. The Service Provider shall likewise adopt other safety and security measures considered appropriate under the contract.
- c. The Service Provider shall ensure that all office areas, including flooring wall, office furniture and fixtures, etc. will have no stain marks or droplets of chemicals/solution used

- d. The Service Contractor shall assume full responsibility and liability for the cost of repair/replacement due to damages caused by its own staff to the any PCO property while conducting pest control
- e. The Service Contractor shall assume full responsibility and liability for any work-related accident or illness by and to their own personnel or any PCO employee caused by the conduct of pest control activity.
- f. During contract implementation, the Contractor must have a program which is in accordance with the principles of Integrated Pest Management - the proven much safer and greener approach in addressing pest problems and concerns. Approach and techniques must lay emphasis on Sanitation and Prevention rather than chemical usage and uses a number of alternatives waste management tools such as the use of baits, attractants, and traps. All of which, is subject to the approval of the GSD-Maintenance.

4. Payment Terms

- a. The Service Provider within five (5) working days after the conduct of each activity shall submit an accomplishment report covering all activities done including a detailed description of treatments, proofs of effectiveness of service and control interventions, and recommendations to totally eradicate pests in the PCO Premises.
- b. The Service Provider shall submit, along with the monthly billing statement, an after-service report as proof of effectiveness and compilations of pictures of the conducted activity as means of verification.
- c. The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.

5. Performance Review and Assessment

- a. The Contractor shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:
 - i. Compliance to pertinent laws;
 - ii. Compliance to the approved Pest Control Plan and PCO rules and policies;
 - iii. On time submission of accomplishment report, after-service reposts and picture documentation of activity; and
 - iv. Adherence to the Standards as provided in FDA Circular No.2022-010 Implementing Guidelines of Department of Health (DOH)

Administrative Order (AO) No. 2019-0010 on the Issuance of License to Operate as Household/Urban Pest Control Operators and for Other Purposes.

- b. The GSD-Maintenance shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the PCO during the contract period.
- c. Further, the GSD-Maintenance shall conduct a periodic assessment or evaluation of the Contractor. Based on its assessment, the PCO may pre-terminate the contract for failure of the Contractor to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004.

The floor Plan is attached as Annex "A"

Item	Specification	Bidder's Statement of Compliance
I.	Qualification of the Service Provider <i>(See attached Annex "A" item 1.0)</i>	
II.	Scope of Work <i>(See attached Annex "A" item 2.0)</i>	
III.	Service Standards and Conditions <i>(See attached Annex "A" item 3.0)</i>	
IV.	Payment Terms <i>(See attached Annex "A" item 4.0)</i>	
V.	Performance Review and Assessment <i>(See attached Annex "A" item 5.0)</i>	

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank items. Indicate "0" if the item being offered is for free.

<i>Supply, Delivery, and Services of General Pest Control for the Presidential Communications Office FY 2024</i>				
<i>Four Hundred Sixty-Six Thousand Six Hundred Sixty-Seven Pesos (PHP 466,667.00)</i>				
<i>Item No.</i>	<i>Description/Technical Specifications</i>	<i>Unit Price</i>	<i>Quantity and Unit of Measure</i>	<i>Total Price per Item (inclusive of taxes)</i>
<i>Lot</i>	Supply, Delivery, and Services of General Pest Control for the Presidential Communications Office FY 2024		<i>7 Months Service</i>	

Grand Total in words:

Grand Total in figures:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
10. 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. The PCO 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 open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	