

PRIVATIZATION AND MANAGEMENT OFFICE

104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE Aug. 31, 2023

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the **Pest Control Services at PMO Property in Toril, Davao City (1-year Contract) and Pest Control Services at PMO Warehouse in Valenzuela City (1-year Contract)** with an Approved Budget for the Contract (ABC) of **One Hundred Seventy-Two Thousand Five Hundred Pesos (Php 172,500.00)**. Submit your quotation to the authorized canvasser of this office, ^{through fax} at **8817-6661** or thru email at **mmnatividad@pmo.gov.ph**, on or before Sept. 07, 2023, **12:00PM**. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be **awarded per lot** to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Signed Omnibus Sworn Statement (OSS)
(Original Copy of Notarized OSS to be submitted if awarded the contract.)

The service provider must attain at least a "Satisfactory" rating throughout the term of the contract based on the set of performance criteria, which may include, among others:

- i. Conformity to Terms of Reference
- ii. Timeliness in the Delivery of Services
- iii. Behavior of Personnel (Courteous, Professional, and Knowledgeable)
- iv. Response to Complaints
- v. Compliance with set office policies for such services

Thank you.

Very truly yours,



MARITES M. NATIVIDAD
End User – CSD

QUOTATION

DATE:

Dear (Name of End-User);

We are pleased to submit our quotation/proposal for the procurement of **Pest Control Services at PMO Property in Toril, Davao City (1-year Contract) and Pest Control Services at PMO Warehouse in Valenzuela City (1-year Contract)** with Reference No. **PMO-23-54**.

ABC: One Hundred Seventy-Two Thousand Five Hundred Pesos (Php 172,500.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
			Pest Control Services for (1-year Contract)			
	1	lot	Approved Budget for the Contract (ABC) – Php77,500.00			
			Project site: PMO-held property located in Daliao, Toril, Davao City			
	1	lot	Approved Budget for the Contract (ABC) – Php95,000.00			
			Project site: Warehouse located in Bagbaguin, Valenzuela City (SCAIC)			
			See attached TORs for the details.			
			Note:			
			Awarding will be on a per lot basis			
				TOTAL AMOUNT		₱

Amount in Words:

TERMS AND CONDITIONS:

1. Delivery Period: One (1) year contract to commence upon receipt of Notice to Proceed (NtP)
2. Validity of Price Quotation: Thirty (30) calendar days from date of submission of quotation
3. Warranty Period: See attached TORs
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Signed Omnibus Sworn Statement (OSS)
(Original Copy of Notarized OSS to be submitted if awarded the contract.)

Respectfully yours,

Signature: _____

Name of Supplier: _____

Designation: _____

Company Name: _____

Contact No.: _____

TERMS OF REFERENCE
GENERAL PEST MANAGEMENT
FOR PMO PROPERTY IN DALIAO, TORIL, DAVAO CITY

SCOPE OF WORKS

1. General Pest and Rodent Abatement Maintenance Program (GPRAMP)
2. Areas to be treated – Building with a total floor area of 527.50 sq. m.
3. Contract Duration: November 1, 2023 – October 31, 2024 (12 months)

I. GENERAL PEST MANAGEMENT

1. GENERAL PEST ABATEMENT MAINTENANCE PROGRAM (GPAMP)

For the control of disease-transmitting flying and crawling household and commercial pests such as mosquitoes, cockroaches, flies, ants, etc.

- 1.1 Direct spraying and misting.** Residual spraying on infested and non-infested portions of the building, focusing on floors, walls, baseboards, ceiling, cracks, and crevices to control surface infestation and help minimize future infestation.

2. RODENT ABATEMENT MAINTENANCE PROGRAM (RAMP)

- 2.1** Installation of Rat Glue on specific areas such as rat burrows, compound perimeter, warehouse, kitchens, rat passageway, ceiling and others which are prone to rodent attack.

- 2.2** Installation of Rat Bait every 10 meters along the building perimeter and other areas identified as harboring grounds.

3. FREQUENCY OF TREATMENT

Once a month to be conducted every 1st week of the month. In case of heavy infestation within the month after, additional treatment should be conducted at no additional cost.

A. CHEMICALS TO BE USED

Only FDA/FPA approved pesticides shall be used¹.

B. MINIMUM QUALIFICATIONS OF THE SERVICE PROVIDER

- a. Must be PhilGEPS registered.
- b. Must be validly existing and in good standing by virtue of the laws of the Philippines.
- c. Has the appropriate permits/licenses/authorization to undertake pest control services.
- d. Has the necessary capital and equipment to undertake the work contemplated in this proposal.

¹ FDA Advisory No. 2022-1073 While the policies implementing DOH AO No. 2019-0010 are under development, Pest Control Operators shall only use household pesticides duly registered under DOH AO No. 2019-0008, "New Rules and Regulations in the Registration of Household Pesticide Products and Their Active Ingredients", in the conduct of their pest control activities for non-agricultural purposes.

C. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED

For purposes of evaluating the technical, financial, and legal capacity of the service provider the following documents shall be submitted together with their quotation:

- a. PhilGEPS Registration Number or Certificate of Platinum Membership (all pages);
- b. Valid Mayor's/Business Permit;
- c. Appropriate permits/licenses/authorization from DTI or SEC, as applicable²; and,
- d. Lists of equipment and FDA approved pesticides to be used (Annex A)

In addition, an original duly signed Omnibus Sworn Statement shall be submitted. Attached template for your reference (Annex B).

D. MISCELLANEOUS

- a. PMO reserves the right to withhold payment to the Service Provider in the event that the Service Provider fails to comply with the requirements, commitments and obligations contained herein.
- b. The Service Provider represents and warrants that it has full and legal capacity to enter into and perform its obligations under this Contract.
- c. The Service Provider warrants that it carries on an independent business and has substantial capital or investment as well as qualified and reliable personnel, which are necessary for the conduct of its business and the performance of its services under this Contract.
- d. The Services Provider shall secure and maintain, at its own expenses, all registration, licenses or permits required by National or Local Laws. It shall comply with the rules, regulations and directives of regulatory authorities and commissions, and shall pay all fees or charges payable to duly constituted authorities, relating to the services to be performed under this Contract.
- e. PMO's remedies under this Contract shall be cumulative and non-exclusive, and shall be without prejudice to any other remedies available to it under applicable laws, rules and regulations.
- f. Failure by PMO to enforce any provision of this Contract shall not constitute a waiver or affect its right to require the future performance thereof, nor shall its waiver of any breach of any provision of this Contract constitute a waiver of any subsequent breach or nullify the effectiveness of any provision. Any delay by PMO in exercising its right shall not operate as a waiver of that or any other right, and a defective or partial exercise by PMO of any of its rights shall not preclude the further exercise of that or any other right. No waiver shall be binding unless made in writing and signed by PMO.

E. PERFORMANCE EVALUATION

- a. PMO may conduct an evaluation or assessment of the performance of the service provider based on the set of performance criteria, which may include, among others:

	Performance Criteria
I	Conformity to Terms of Reference
II	Timeliness in the Delivery of Services
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)
IV	Response to Complaints
V	Compliance with set office policies for such services

² FDA Advisory No. 2022-1073 "Until further regulations are issued by the FDA, as those cited in Item no. 1 above, the FDA does not grant requests for the issuance of certifications for Pest Control Operators and their Pesticide Handlers for bidding and other purposes. Notwithstanding this, Pest Control Operators intending to provide pest control services for non-agricultural purposes are advised to ensure that they have secured the appropriate business permits/authorizations/licenses from the Department of Trade and Industry, Securities and Exchange Commission, and/or Local Government Units, as applicable, for the orderly conduct of their business."

- b. The service provider must attain at least a "Satisfactory" rating throughout the term of the contract.

CONFORME:

(Signature and Printed Name of Bidder/
Authorized Representative)

Designation

Date Signed

(Supplier's Letterhead)

To : The PMO Bids and Awards Committee (PMO-BAC)
Privatization and Management Office (PMO)

Subject : **EQUIPMENT AND CHEMICAL TO BE USED**

Date :

In connection with our quotation for General Pest and Rodent Abatement Maintenance Program (GPRAMP) at PMO Property (Alien NAFCO) in Toril, Davao City, please find hereunder the equipment and chemicals to be used for your reference and consideration.

Work Activity	Equipment to be used	Chemical Brand Name	Active Ingredient	FDA Registration Number
1. Flying and Crawling Insects				
a. Misting/spraying				
2. Rodent Control				
a. Rat glue				
b. Rat bait				

Very truly yours,

Signature Over Printed Name of
Authorized Representative

TERMS OF REFERENCE
GENERAL PEST MANAGEMENT PROGRAM
FOR PMO PROPERTY IN SCAIC, 16-B P. JACINTO ST., BAGBAGUIN, VALENZUELA CITY

SCOPE OF WORKS

1. General Pest and Rodent Abatement Maintenance Program (GPRAMP)
2. Areas to be treated – Total area of 3,000 sq.m.
 - a. All accessible rooms inside the warehouse
 - b. Comfort rooms
 - c. Driveway sheds
 - d. All open spaces within the property
3. Contract Duration: November 1, 2023 – October 31, 2024 (12 months)

GENERAL PEST MANAGEMENT

1. GENERAL PEST ABATEMENT MAINTENANCE PROGRAM (GPAMP)

For the control of diseases transmitting flying and crawling household and commercial pests such as mosquitoes, cockroaches, flies, ants, etc.

1.1 Direct spraying and misting. Residual spraying on infested and non-infested portions of the building focusing on floors, walls, baseboards, ceiling, cracks, and crevices to control surface infestation and help minimize future infestation.

2. RODENT ABATEMENT MAINTENANCE PROGRAM (RAMP)

2.1 Installation of Rat Glue on specific areas such as rat burrows, compound perimeter, warehouse, chicken fence, kitchens, rat passageway, ceiling and others which are prone to rodent attack.

2.2 Installation of Rat Bait every 10 meters along the building perimeter and other areas identified as harboring grounds.

3. FREQUENCY OF TREATMENT

Twice a month to be conducted every 1st and 3rd Saturday of the month at 10:00 a.m.. In case of heavy infestation within the month after, additional treatment should be conducted at no additional cost.

A. CHEMICAL TO BE USED

Only FDA/FPA approved pesticides shall be used¹.

B. MINIMUM QUALIFICATIONS OF THE SERVICE PROVIDER

- a. Must be PhilGEPS registered.
- b. Must be validly existing and in good standing by virtue of the laws of the Philippines.

¹ FDA Advisory No. 2022-1073 While the policies implementing DOH AO No. 2019-0010 are under development, Pest Control Operators shall only use household pesticides duly registered under DOH AO No. 2019-0008, "New Rules and Regulations in the Registration of Household Pesticide Products and Their Active Ingredients", in the conduct of their pest control activities for non-agricultural purposes.

	Performance Criteria
I	Conformity to Terms of Reference
II	Timeliness in the Delivery of Services
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)
IV	Response to Complaints
V	Compliance with set office policies for such services

- b. The service provider must attain at least a “Satisfactory” rating throughout the term of the contract.

CONFORME:

 (Signature and Printed Name of Bidder/
 Authorized Representative)

Designation

Date Signed

(Supplier's Letterhead)

To : The PMO Bids and Awards Committee
Privatization and Management Office (PMO)

Subject : EQUIPMENT AND CHEMICAL TO BE USED

Date :

In connection with our quotation for General Pest and Rodent Abatement Maintenance Program (GPRAMP) at PMO Property (SCAIC Warehouse) in 16-B P. Jacinto St., Bagbaguin, Valenzuela City, please find hereunder the equipment and chemicals to be used for your reference and consideration.

Work Activity	Equipment to be used	Chemical Brand Name	Active Ingredient	FDA Registration Number
1. Flying and Crawling Insects				
a. Misting/spraying				
2. Rodent Control				
a. Rat glue				
b. Rat bait				

Thank you and rest assured of our utmost attention.

Very truly yours,

Signature Over Printed Name of
Authorized Representative