



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Pest Control Preventive Maintenance*", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Pest Control Preventive Maintenance

Location : DBM Bldg. II & III Gen. Solano St., San Miguel, Manila

Specifications : See attached Annex "A" for the Schedule of Requirements and Annex "B" for the Technical Specifications

Approved Budget for the Contract : Two Hundred Thousand Pesos (P200,000.00)

Contract Period : November 1, 2013 to October 31, 2014

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, and price quotation (Annex "D").

Submission of quotation and eligibility documents is on or before 5:00p.m. of 21 October 2013 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax nos. 735-4979 / 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director
Administrative Service

Annex "A"

Schedule of Requirements

Item No.	Description	Monthly Quantity	Total
A.	Flying and Crawling Insects/Pests		
	Twice a month residual insect control pesticide services to eradicate nuisance insect pests	2	24
	Twice a month spray treatment for cracks and crevices, undersides of furniture and appliances	2	24
	Weekly thermal fogging or misting of hallways, ornamental plants and other facilities	4	48
	Monthly placement of insecticidal bait/gel in all pantry, DBM Canteen and Executive Lounge areas, all comfort room/stockroom areas	1	12
B.	Rodents (rats and mice)		
	Install rodent glue and trip cage traps in locations that serve as entry point/access for rodents	25	25
	Install of mapped and numbered pitch-fiber baiting stations	25	25

I hereby certify to comply and deliver all the above requirements.

Name/Signature of Representative

Name of Company

Date

Annex "B"

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Specification	Bidder's Statement of Compliance
A.	PEST CONTROL SERVICES	
1.	Twice a month pest control treatment of cockroach, mosquitoes, flies and other crawling and flying insect; rat and mice control.	
2.	Residual Insecticidal Spraying (Thermal Fogging/Misting) – weekly spray all floor drains at kitchen are, bathrooms, store rooms, conference rooms, ornamental plants and other areas where drain pose a potential harborage. Must be odorless, colorless and non-staining.	
3	Application of insecticide in places and areas where insects/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides of furniture and appliances.	
4	Insecticidal bait/gel application - application of insecticidal bait/gel near harborage and aggregation areas, such as corners of movement, electrical wirings, telephone apparatus, etc. using advanced and delivery system gel abatement.	
5.	Survey/inspection – general survey and thorough inspection of the entire premises to determine the location of other unforeseen breeding sites of flying insects..	
6.	Spraying/misting – larvicides areas where mosquitoes including adult flies and other small flying insects take refuge. (Cleaning of office furniture and equipment that were affected by the chemical used in spraying/misting).	
7	Inspection of the entire area most particularly the kitchen area, storerooms, ceilings and other potential harborage daily to determine the species or rodent, feeding habits and harborage. Sign of infestation to check area droppings, damages, urine pillars, runs, foot prints, smears and nests.	
8	Regular inspection of all baits trays and baits stations installed at regular intervals as indicated on the rodent location maps. This is aimed to determine the "bait total intake" and replenish baits to have sufficient food available for rodents.	

9	Baiting – place rodentical bait preparation inside the building and susceptible harborage for rats/mice. Use anti-coagulant poison to avoid bait-shyness and outsmart the sharp instinct of rats and mice through its slow kill effect.	
10.	Trapping – install mechanical rat and mouse traps and glue boards where poison baits are inadmissible and where appropriate around the perimeter area of the building.	
B.	SAFETY MEASURES IN THE USE OF TERMITICIDE OR OTHER PESTICIDE SOLUTIONS	
	a. For those using chemicals, chemicals/solutions must be registered with Fertilizer and Pest Authority (FPA) or the Food and Drug Administration (FDA), or is a patented technology	
	b. Supplier shall ensure other solutions to be used (i.e., organic, botanical, etc.) shall not pose as a health hazard to the occupants of the building	
	c. The Supplier shall follow all safety precautions in the application and handling of pesticide solution.	
C.	REPORTS	
	Submission of a monthly accomplishment report to GSD-AS indicating therein the areas that were treated duly confirmed/acknowledged by a DBM representative present	

I hereby certify to comply with all the above Technical Specifications.

Name/Signature of Representative

Name of Company

Date

List of pesticide solution to be used shall be supported by a photocopy of a valid Certification of Registration or equivalent documents from the FPA or FDA or a valid patent or equivalent for each solution

(please submit the photocopies of the above documents upon submission of quotation)

Annex "C"

Statement of all FY 2012 Completed Government & Private Pest Control Service Contracts

Business Name: _____

Business Address: _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Prepared and Submitted by:

Name/Signature of Representative

Name of Company

Date

PRICE QUOTATION FORM

Date: _____

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project, Pest Control Preventive Maintenance.

Specification	Quantity	Monthly Cost	Total Price
Pest Control Preventive Maintenance for DBM Buildings II & III	12 months		
TOTAL			

(Amount in Words)

It is understood that the price quoted above includes all activities stated in the technical specifications and are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.