



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**PEST CONTROL MANAGEMENT SERVICES**" for CY 2021 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Five Hundred Thousand Pesos only (Php 500,000.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than February 15, 2021, 2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2021 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/Business Tax Return³ (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS ■■■■■ ■

As part of the post-qualification process, the following documents shall also be submitted *prior to award*;

- a. Certificate of Product Registration issued by the Food and Drug Administration;
- b. Specifications and/ or Brochure evidencing usage of environment-friendly chemicals; and
- c. License/ Certificate issued by the Fertilizer and Pesticide Authority.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at mcadiz@dbm.gov.ph.



JOYCE D. LABAO
OIC-Chief Administrative Officer

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

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.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost per month (Vat Inclusive)	Total Cost (Vat Inclusive)
A.	PEST CONTROL MANAGEMENT SERVICES - See attached Annex "A" for the Scope of Work.	1 Lot			

*The above quoted prices are inclusive of all costs and applicable taxes.

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance
A.	See attached Annex "B" for the Schedule of Requirements.	

Scope of Work

ITEM	SCOPE OF WORK	FREQUENCY
1.	<p>Covered area</p> <p>Building I – 1,256.85 sq. m. with 113 LM perimeter Building II – 2,880 sq. m. with 230 LM perimeter Building III – 2,692 sq. m. with 154.64 LM perimeter Multi-Purpose Building (MPB) - 656.4 sq. m. with 102.7 LM perimeter Arcache Building – 693.84 sq.m. with 105.56 LM perimeter</p>	
2.	<p>A. Inspection of offices, kitchen area, storeroom, lavatories, ceilings, and other areas in all DBM Buildings</p> <ol style="list-style-type: none"> 1. Check possible signs of infestation. 2. Identify passageways, breeding places, harborages of pests/insects/rodents, and termite colonies. 3. Check evidence of damage, holes, window gaps and doors, etc caused by insects/pests/rodents <p>B. Pest Control Services</p> <ol style="list-style-type: none"> 1. Residual spraying in all areas including suspected harborages and breeding places of all flying and crawling insects. 2. Thermal fogging of hallways, ornamental plants, garden areas, garbage disposal area, and other facilities to eliminate existing infestation of flying and crawling insects. 3. Misting of all areas where fogging treatment is not advisable. 4. Treatment of cracks and crevices, undersides of furniture and appliances 5. Placement of insecticidal bait/gel in all pantry, DBM Canteen and Executive Lounge area, all comfort room/stockroom, and electrical rooms. 6. Installation of mechanical devices such as but not limited to mapped and numbered pitch-fiber baiting stations, traps, glue boards and non-mechanical method by using anti-coagulant baits in all identified passageways, breeding places, harborages of pests, insects, and rodents. 	<p>Monthly</p> <p>Twice a month</p> <p>Monthly</p> <p>Weekly</p> <p>Twice a month</p> <p>Weekly</p> <p>Weekly</p>

	<p>C. Other Services</p> <ol style="list-style-type: none"> 1. Monitoring of installed mechanical devices and record catches of each trap 2. Immediate disposal of any captured pests 3. Replacement of installed baits, if applicable and replenishment of chemical/solution 4. Implement remedial action, if necessary, such as sealing of holes, gaps, etc at no cost to DBM 	<p>Daily</p> <p>Daily</p> <p>When necessary</p> <p>Upon receipt of instruction from AS</p>
2.	<p>Chemical/Solution to be Used</p> <ul style="list-style-type: none"> - Registered with and approved by the Food and Drugs Administration (FDA) - Environmental friendly products or with green label - Contain the following active ingredients or its equivalent: <ol style="list-style-type: none"> a. Deltamethrin or beta cyfluthrin for crawling insects b. Lambda Cyhalotrin or permethrin + S-Bioallethrin for flying insects c. Coumatetralyl for rodents 	
3.	<p>Quality Assurance</p> <ol style="list-style-type: none"> 1. All required services shall be done by a Certified Pesticide Applicator (Fumigator and Exterminator). 2. Chemical/solution, devices and equipment to be used shall be subject to prior inspection and approval by the authorized representative of AS 3. All waste materials removed shall be presented to the authorized representative of AS prior to its disposal. 4. The contractor shall ensure the following: <ol style="list-style-type: none"> a. Chemicals/solutions to be used shall not pose as a health hazard to all DBM employees b. Safety precautions in the application and handling of chemicals/solutions c. No stain marks or droplets of chemicals/ solutions in all areas 5. Restore all damages done by the contractor's personnel. 6. Secure the necessary permits/licenses for the fumigation and thermal fogging, if applicable 	

	7. Compliance with applicable standards/ environmental laws and regulations.																			
4.	<p>Reports</p> <p>Submission of a monthly accomplishment report to AS indicating the date, area and activity undertaken, duly confirmed/ acknowledged by the DBM representative present during such activity</p>	Monthly																		
5.	<p>Distribution of Baiting System/Station</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Perimeter</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td>Building I</td> <td>1,256.85 sq.m. with 113 LM perimeter</td> <td>12 Units</td> </tr> <tr> <td>Building II</td> <td>2,880 sq.m. with 230 LM perimeter</td> <td>24 units</td> </tr> <tr> <td>Building III</td> <td>2,692 sq.m. with 154.64 LM perimeter</td> <td>12 units</td> </tr> <tr> <td>Multi-Purpose Building</td> <td>656.4 sq.m. with 102.7 LM perimeter</td> <td>8 units</td> </tr> <tr> <td>Arcache Building</td> <td>693.84 sq.m. with 105.56 LM perimeter</td> <td>24 units</td> </tr> </tbody> </table>	Location	Perimeter	Distribution	Building I	1,256.85 sq.m. with 113 LM perimeter	12 Units	Building II	2,880 sq.m. with 230 LM perimeter	24 units	Building III	2,692 sq.m. with 154.64 LM perimeter	12 units	Multi-Purpose Building	656.4 sq.m. with 102.7 LM perimeter	8 units	Arcache Building	693.84 sq.m. with 105.56 LM perimeter	24 units	
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Schedule of Requirements

Item	SCHEDULE OF REQUIREMENTS	Quantity	Duration
A.	The Contractor shall provide the materials, tools, equipment, manpower, and supervision needed for the Pest Control Services at DBM Building I, II, III, Multi-Purpose Building and Arcache Building:		
1.	<p>A. Flying and Crawling Insects/Pest</p> <p>a. Residual insect management pesticide services to eradicate nuisance insect pests.</p> <p>b. Spray Treatment for cracks and crevices, undersides of furniture and appliances.</p> <p>c. Misting of hallways, ornamental plants and other facilities.</p> <p>d. Thermal fogging of hallways, ornamental plants and other facilities.</p> <p>e. Placement of insecticidal bait/gel in all pantry, DBM Canteen, Executive Lounge area, all Comfort room/stockroom and electrical room areas.</p> <p>B. Rodents (Rats and Mice)</p> <p>a. Install rodent glue/sticky traps, trip cage trap and other mechanical traps in location that serve as entry point/access for rodent.</p> <p>b. Installation of mapped and numbered pitch-fiber baiting stations.</p>	1 Lot	12 Months Working hours is from Saturday and Sunday (up to 24 hours), (subject to community quarantine restrictions).
2.	<p>Inspection of Chemicals / Solutions to be used.</p> <p>For every scheduled treatment, the supplier shall present the chemical/solutions to be used, for prior inspection and approval of the AS</p>		As Necessary
3.	<p>Submission of Accomplishment Report</p> <p>The Supplier shall submit standard monthly accomplishment report together with pest management checklist forwarded to the AS</p>		Monthly
4.	<p>Submission of Work Schedule</p> <p>The Supplier must submit a definite work schedule for the duration of the contract in the prescribed format of the AS</p>		Within seven (7) days upon receipt of Notice to Proceed

FINANCIAL OFFER

Approved Budget for the Contract (ABC)	Total Offered Quotation
Five Hundred Thousand Pesos only (Php500,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____ _____

<i>Payment Details:</i>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
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 calculated and responsive 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 DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. 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 DBM 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.
12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.

13. Billing shall be made on a monthly basis and upon compliance with the requirements specified in Section 10.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es