



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 (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. The details of the project/activity/program are as follows:

- Name of Project : Pest Control Preventive Maintenance
- Location : G/F DBM Building III, General Solano Street, San Miguel, Manila
- Specification : See the attached Annex "A" for the Schedule of Requirements and Annex "B" for the Technical Specifications
- Approved Budget for the Contract : Two Hundred Seventy Two Thousand Pesos (P272,000.00)
- Contract Duration : Twelve (12) Months upon receipt of the Notice to Proceed.
- Delivery Date : Provision of the services shall start upon issuance of the Notice to Proceed and the delivery period indicated in the Schedule of Requirements (Annex "A")

Interested bidders shall accomplish, provide correct and accurate information, and submit the following attached documents: (i) Schedule of Requirements (Annex "A"); (ii) Technical Specifications (Annex "B"); Price Quotation Form (Annex "C"), together with their valid and current Mayor's Permit and PhilGeps Registration Certificate.

Submission of quotation and eligibility documents is on or before 5:00 p.m. of February 23, 2016. Open quotations may be submitted, manually or through facsimile at Administrative Service (AS), General Services Division, G/F DBM Building III, Gen. Solano St., San Miguel, Manila. TeleFax No. 735-4979

For inquiry, you may contact us at Tel. Nos. 735-4902 or 791-2000 local 3115.

Very truly yours,


ATTY. ANDREA CELENE M. MAGTALAS
Director IV, Administrative Service

Schedule of Requirements

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Requirement."

Item Number	Description	Delivery Period	Bidder's Statement of Compliance
1	<p>1. Flying and Crawling Insects/Pests</p> <p>1.1. Residual insect control pesticide services to eradicate nuisance insect pests.</p> <p>1.2. Spray treatment for cracks and crevices, undersides of furniture and appliances.</p> <p>1.3. Misting of hallways, ornamental plants and other facilities.</p> <p>1.4. Thermal fogging of hallways, ornamental plants and other facilities.</p> <p>1.5. Placement of insecticidal bait/gel in all pantry, DBM canteen and Executive Lounge area, all comfort room/stockroom and electrical room areas.</p>	<p>Twice a month</p> <p>Twice a month</p> <p>Weekly</p> <p>Monthly</p> <p>Monthly</p>	
2	<p>2. Rodents (rats and mice)</p> <p>2.1. Install rodent glue and trip cage traps in locations that serve as entry point/access for rodents.</p> <p>2.2. Install of mapped and numbered pitch-fiber baiting stations.</p>	<p>Twice a month</p> <p>Twice a month</p>	
3	<p>3. Inspection of Chemicals/Solutions to be used</p>	<p>As necessary</p>	

	In every treatment to be conducted by the Supplier, the chemicals/solutions to be used shall be subject to prior inspection and approval of the ASD-GSD.		
4.	<p>Reports</p> <p>Submission of a monthly accomplishment report to AS-GSD indicating therein the areas that were treated and monitored, duly confirmed/acknowledged by the DBM representative present during the treatment.</p>	Monthly	

I hereby certify to comply and deliver all the above Schedule of Requirements.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

Technical Specifications

Bidders must state here either "Comply" or any equivalent term 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 floors at kitchen area, bathrooms, store rooms, conference rooms, ornamental plants and other areas where drain pose a potential harborage. Must be odorless 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.	Application of insecticidal bait/gel near harborage and aggregation areas, such as corners of movements, electrical wirings, telephone apparatus, etc. using advanced and delivery system gel abatement.	
5.	General survey and thorough inspection of the entire premises to determine the location of other unforeseen breeding sites of flying insects.	
6.	Spraying/misting of larvicides areas where mosquitoes including adult flies and other small flying insects take refuge, and immediate cleaning of office furniture and equipment that were affected by the chemicals/solutions used in spraying/misting.	
7.	Inspection of the entire area most particularly the kitchen area, storerooms, ceilings and other potential harborage to determine the species of pests, their feeding habits and harborage. To check signs of infestation, including droppings, damages, urine, 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.	Set up rodenticidal 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.	Install mechanical rat and mouse traps and glue boards around the perimeter area of the building where poison baits are not appropriate.	

B.	SAFETY MEASURES IN THE USE OF TERMITICIDE OR OTHER PESTICIDE SOLUTIONS	
	a. Chemicals/solutions to be used by the Supplier must be approved by the Food and Drug Administration (FDA).	
	b. Supplier shall ensure that all chemicals/solutions to be used 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 all pesticide and termiticide chemicals/solutions.	
	d. The supplier 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.	
C.	INSPECTIONS OF CHEMICALS/SOLUTIONS TO BE USED	
	In every treatment to be conducted by the Supplier, the chemicals/solutions to be used shall be subject to prior inspection and approval of the AS-GSD.	
D.	REPORTS	
	Submission of a monthly accomplishment report/checklist to AS-GSD indicating therein the areas that were treated and monitored, duly confirmed/acknowledged by the DBM representative present during the treatment.	

I hereby certify to comply and deliver all the above Schedule of Requirements.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Building 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	Contract Duration	Monthly Cost	Total Price (Monthly Cost x 12)
Pest Control Preventive Maintenance for DBM Buildings I, II, III, and Multipurpose Building	12 Months		
		TOTAL	

(Amount in Words)

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

Very truly yours,

Name of Company

Name/Signature of Representative

Contact No.