



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 "Termite 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 : Termite 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 : Four Hundred Ninety Thousand Pesos (P490,000.00)
- Contract Duration : Twelve (12) Months upon receipt of the Notice to Proceed (NTP).
- 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. Comprehensive Termite Control Treatment</p> <p>1.1. General treatment of the infestation inside the building by installation of indoor above-ground and underground termite baiting system/station. Location of which shall be determined by AS-GSD during implementation.</p> <p>1.2. Monitoring of baiting stations and replacement of baiting chemicals if necessary.</p>	<p>Within 7 days upon receipt of NTP</p> <p>Monthly</p>	
2	<p>2. Inspection of Chemicals/Solutions to be Used</p> <p>2.1. 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.</p>	<p>As necessary</p>	

3	<b>3. Reports</b>  <b>3.1. Submission of a monthly accomplishment report to the AS-GSD indicating therein the areas that were treated and monitored, duly confirmed and acknowledged by the DBM representative present during the treatment.</b>	<p style="text-align: center;"><b>Monthly</b></p>	
---	--	---	--

**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	<p><b>Comprehensive Termite Control Treatment of all covered areas as follows:</b></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</p> <p><b>1. Termite Control Treatment</b></p> <p><b>1.1.</b> Thorough inspection of the area to pinpoint termite colonies, if any.</p> <p><b>1.2.</b> Supply, delivery, installation of indoor and outdoor baiting system/stations. Location of which shall be determined by AS-GSD            Distribution as follows:</p> <p>Building 1 – 12 units            Building 2 – 24 units            Building 3 – 12 units            MPB – 8 units</p> <p>The baiting stations shall be interior wall mounted or underground as may be determined by the DBM Building and Grounds Supervisor</p> <p><b>1.3.</b> Conduct a monthly inspection/maintenance services, including immediate replacement of baiting chemical/solution, whenever necessary.</p> <p><b>1.4.</b> The baiting chemical/compound/substance/material shall be at least 5 years in the Philippine market and shall be installed in accordance with the manufacturer's recommendations.</p> <p><b>1.5.</b> The baiting system must be available to eliminate/control all types of termite common to the Philippines.</p>	

B	<p><b>Safety measures in the use of Termiticide Chemicals/Solutions/Bait</b></p> <ol style="list-style-type: none"> <li>1. Chemicals/solutions/bait to be used by the Supplier must be approved by the Food and Drug Administration (FDA).</li> <li>2. The Supplier shall ensure that all chemicals/solutions/bait to be used shall not pose as a health hazard to the occupants of the building.</li> <li>3. The Supplier shall follow all safety precautions in the application and handling of all termiticide/bait chemicals/solutions.</li> <li>4. 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/bait used.</li> </ol>	
C	<p><b>Inspection of Chemicals/Solutions/ to be Used</b></p> <p>In every treatment to be conducted by the Supplier, the Chemicals/solutions/bait to be used shall be subject to prior inspection and approval of the AS-GSD.</p>	
D	<p><b>Reports</b></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>	

**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: Termite Control Preventive Maintenance.

Specification	Contract Duration	Monthly Cost	Total Price (Monthly Cost x 12)
Termite Control Preventive Maintenance for DBM Buildings I, II, III, and Multipurpose Building	12 Months		
<b>TOTAL</b>			

(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.