



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

REQUEST FOR QUOTATION
No. 22-003

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Pest and Termite Control Management Services**" for CY 2022 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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 14, 2022, **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 2022 **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*.

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

Digitally signed
by Aaron Alberto
A. Escalona

AARON ALBERTO A. ESCALONA
OIC-Chief Administrative Officer

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

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 (Vat Inclusive)	Total Cost (Vat Inclusive)
A.	Pest and Termite Control Management Services - See attached for the complete technical specifications and schedule of requirements	1 lot			

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

<u>SCHEDULE OF REQUIREMENTS</u>		<u>BIDDER'S STATEMENT OF COMPLIANCE</u>
A.	Pest and Termite Control Management Services	See attached for the complete schedule of requirements

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Five Hundred and Fifty Thousand Pesos only (Php 550,000.00)	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



Section VII. 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 Number	Specifications	Bidder's Statement of Compliance
1.	<p>Pest Management</p> <ul style="list-style-type: none"> A. Pest management treatment of cockroach, mosquitoes, flies and other crawling and flying insect; rat and mice control B. Residual Insecticidal Spraying (Thermal Fogging/Misting) weekly spray all floor drains 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 C. Application of insecticide in places and areas where insect/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides of furniture and appliances D. 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 E. General survey and thorough inspection of the entire premises to determine the location of other unforeseen breeding sites of flying insects F. 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 chemical/solutions used in spraying/misting G. Inspection of the entire area most particularly the kitchen area, storerooms, ceilings and other potential harborage to determine the species of pest, their feeding habits and harborage. To check signs of infestation, including dropping, damages, urine pillars, runs, footprints, smear and nests H. Regular inspection of all bait trays and bait stations installed at regular intervals as indicated on the rodent's location map. This is aimed to determine 	



	<p>the "bait total intake" and to replenish baits to have sufficient food available for rodents</p> <ul style="list-style-type: none"> I. Set up rodenticides bait preparation inside the building and susceptible harborage for rats/mice. Use anticoagulant poison to avoid bait-shyness and outsmart the sharp instinct of rats and mice through its slow kill effect J. Install mechanical rat/mouse trap and glue boards where poison baits are inadmissible and where appropriate around the perimeter area of the building K. Conduct study without additional cost, on how to totally eradicate pests in the premises of the DBM, for implementation once approved by the AS Director 	
2.	<p>Termite Management</p> <ul style="list-style-type: none"> A. Thorough inspection of the area to pinpoint termite colonies, if any B. Supply, delivery, installation of indoor and outdoor baiting system/stations, which shall be interior wall mounted or underground, as determined by the AS-GSD C. Conduct of monthly inspection/maintenance services, including immediate replacement of baiting chemical/solution, whenever necessary D. The baiting chemical/ compound/ substance/ material shall be at least five (5) years in the Philippine market and be installed in accordance with the manufacturer's recommendations E. The baiting system must be available to eliminate/control all types of termite common in the Philippines F. Conduct study without additional cost, on how to totally eradicate termites in the premises of the DBM, for implementation once approved by the AS Director 	
3.	<p>Safety Measures in the Use of the Pesticides Chemicals/Solutions</p> <ul style="list-style-type: none"> A. Chemicals/solutions to be used by the supplier must be approved by the Food and Drug Administration (FDA) 	



	<p>B. The supplier shall ensure that all chemicals/solutions to be used shall not pose as a health hazard to the occupants of the building</p> <p>C. The supplier shall follow all safety precautions in the application and handling of all pesticide and termiticide chemicals/solutions</p> <p>D. The supplier shall ensure that all office areas, including flooring, wall, office furniture and fixtures, etc. will have no stain marks or droplets of chemical/solution used</p>																			
4.	<p>Inspection of Chemicals/Solutions Used</p> <p>In every treatment schedule, the supplier shall notify the AS-GSD and submit the chemicals/solutions to be used for inspection, for approval prior to conduct of the activity</p>																			
5.	<p>Submission of Reports</p> <p>A. The supplier must submit a monthly accomplishment report/s or checklist to the AS-GSD indicating therein the areas that were treated and monitored</p> <p>B. Said report must be confirmed/acknowledged by the DBM representative present during the treatment</p>																			
6.	<p>Distributions 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>xxxx</td> <td>xxxx</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	xxxx	xxxx	
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I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item	Description	Delivery Date
1.	<p>Pest Management</p> <p>A. Flying and Crawling Insects/Pests</p> <ul style="list-style-type: none"> a. Residual insect management pesticide services to eradicate nuisance insect pests b. Spray treatment for cracks and crevices, undersides of furniture and appliances c. Misting of hallways, ornamental plants and other facilities d. Thermal fogging of hallways, ornamental plants and other facilities e. Placement of insecticidal bait/gel in all pantry, DBM Canteen, Executive Lounge area, all Comfort room/stockroom and electrical room areas <p>B. Rodents (Rats and Mice)</p> <ul style="list-style-type: none"> a. Install rodent glue/sticky traps, trip cage traps and other mechanical traps in locations that serve as entry point/access for rodents b. Installation of mapped and numbered pitch-fiber baiting stations 	<p>Twice a month</p> <p>Twice a month</p> <p>Weekly</p> <p>Monthly</p> <p>Monthly</p> <p>Twice a month</p> <p>Twice a month</p>
2.	<p>Termite Management</p> <p>A. General treatment of the infestation inside the building by installation of indoor above-ground and underground Termite baiting system/station such as but not limited to Soil poisoning, trenching/injection, spot treatment of cracks/crevices and wooden areas. Location of which shall be determined by Administrative Service - General Services Division (AS-GSD) during implementation</p>	<p>Within seven (7) calendar days upon receipt of Notice to Proceed</p> <p>Monthly</p>

	B. Monitoring of baiting stations and replacement of baiting chemical if necessary	
3.	Inspection of Chemicals/Solutions to be used For every scheduled treatment, the Supplier shall present the chemicals/solutions to be used, for prior inspection and approval of the AS-GSD	As necessary
4.	Submission of Accomplishment Report The Supplier shall submit standard monthly accomplishment report together with pest and termite management checklist, forwarded to the AS-GSD	Monthly
5.	Submission of Work Schedule The Supplier must submit a definite work schedule for the duration of the contract in the prescribed format of the AS-GSD	Within seven (7) calendar days upon receipt of the Notice to Proceed

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

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

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 **may** 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. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;**
- b) Approved budget for the contract;**
- c) Contract period;**
- d) Name of the winning bidder and its official business address;**
- e) Amount of contract awarded;**
- f) Date of Award and Acceptance;**
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.**

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or

the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]