

PRIVATIZATION AND MANAGEMENT OFFICE
104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE : February 7, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) **Pest Control Maintenance Services to PMO for CY 2022 per attached Terms of Reference (TOR)** with an Approved Budget for the Contract (ABC) of **One Hundred Thousand Pesos (Php 100,000.00)**. Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **meddeleon@pmo.gov.ph**, on or before February 10, 2022 at 12:00 P.M.. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Notarized Omnibus Sworn Statement (SVP with ABC's above PHP 50K)
(Original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,


MA. ELENA D. DE LEON
Administrative Officer V

QUOTATION

DATE: _____

Dear (Name of End-User);

We are pleased to submit our quotation/proposal for the procurement of **Pest Control Maintenance Services to PM O for CY 2022 per attached Terms of Reference (TOR)** with Reference No. PMO -22-02.

ABC: One Hundred Thousand Pesos (Php 100,000.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
	1	Lot	Pest Control Maintenance Services to PMO for CY 2022 per attached Terms of Reference (TOR)			
				TOTAL AMOUNT		₱

Amount in Words: _____

TERMS AND CONDITIONS:

1. Delivery Period: within seven (7) calendar days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Warranty Period: Not Applicable
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____

TERMS OF REFERENCE
Pest Control Maintenance Services
For CY 2022

(Name of Service Provider) hereby renders its statement of compliance with the following Terms of Reference (TOR):

1. Name of Project

Procurement of Pest Control Maintenance Services for CY 2022 for Privatization and Management Office (PMO) premises (grounds, building and other structures within the premises) at 104 Gamboa Street, Legaspi Village, Makati City.

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is One Hundred Thousand Pesos (P100,000.00).

3. Scope of Services

The Service Provider undertakes and commits that it will promptly and fully perform/deliver to PMO the Pest Control Maintenance Services for CY 2022, in accordance with the following requirements and specifications of PMO:

	Premises (grounds, building and other structures within the premises)	Frequency of Treatment		
		Cockroaches	Rodents	Flying Insects
		Residual Insecticidal Spraying/ Insecticidal Bait Application/	Baiting/ Trapping	Misting
1	Front Porch	4x monthly Shall be done every Saturday of each week	4x monthly Shall be done every Saturday of each week	4x monthly Shall be done every Saturday of each week
2	Parking Areas			
3	Basement			
4	Ground Floor Lobby			
5	Second Floor			
6	Third Floor			
7	Fourth Floor			
8	Fifth Floor			
9	Sixth Floor			
10	Common Areas of Seventh and Eighth Floors			
11	Stairways			
12	Fire Exits and Exit Stairways			

4. Technical Specifications

4.1 Cockroach Infestation

i. Inspection

The Service Provider shall inspect indoor areas of the PMO premises for cockroach infestation including, but not limited to, harborages, such as: cupboards, floor drains, cracks and crevices. The Service Provider shall also inspect outdoor areas, of the premises including, but not limited to, the drainage system to determine the presence of cockroaches as well as recognize the possibility of re-infestations from adjacent premises or from vegetation.

Monitor cockroach infestation within the premises by gathering information thru office complaints in addition to the Service Provider's technician observation.

ii. Residual Insecticidal Spraying

The Service Provider shall intensify residual spraying to areas of the PMO premises where insects congregate, crawl or hide, particularly cracks and crevices.

Permethrin chemical shall be used to eradicate, flush the cockroaches out of infested areas at the PMO premises and to determine the exact location of infestation.

Crevices and cracks near food preparation centers and equipment shall be sprayed regularly by the Service Provider.

iii. Insecticidal Bait Application

Whenever necessary, the Service Provider shall apply cockroach baits near harborages and other infested areas, such as corners of electrical wiring, telephone apparatus, etc. to fully exterminate cockroaches.

4.2. Rodent Infestation

i. Inspection

The Service Provider shall conduct regular inspection of all potential harborages and food sources of rodents and all rodent poison baits, traps, bait stations and other devices at the PMO premises.

ii. Baiting

The Service Provider shall install bait stations to get rid of rodent infestations in locations where rodents are likely to be found in the PMO premises. The service provider shall replace or install additional baits when needed.

iii. Trapping

The Service Provider shall install cage traps, glue boards, snap and other chemical devices to supplement and strengthen the baiting technique.

4.3 Flying Insect Control

i. Inspection

The Service Provider shall conduct a thorough inspection of the PMO premises to determine the degree of infestation, entry points and unforeseen breeding sites of mosquitos and other flying insects.

ii. Misting

The Service Provider shall use a misting machine to exterminate flying insects inside rooms, the kitchen and food preparation areas that disperses minute droplets of insecticide solution to penetrate hard to reach or inaccessible areas.

5. Qualifications of the Service Provider

5.1 The Service Provider must be in the business for at least two (2) years prior to the engagement and must be legally and technically capable to undertake the pest control maintenance services subject of the Request for Quotation (RFQ).

5.2 The Service Provider must be a registered Philippine Government Electronic Procurement System (PhilGEPS) member at the time of contract for pest control maintenance services.

6. Obligations of the Service Provider

The Service Provider shall provide the necessary personnel, at its own expense, who shall render the Pest Control Maintenance Services to PMO. The Service Provider shall solely and legally remain the employer of the Pest Control Personnel. The Service Provider hereby commits and undertakes that it shall:

- 6.1 Assign, at its own expense, dependable, trained, trustworthy and disciplined personnel who shall render the Pest Control Maintenance Services under the Service Contract;
- 6.2 Provide the Pest Control Personnel assigned to PMO the necessary supplies, tools and equipment in the performance of the Pest Control Maintenance Services under this Service Contract;
- 6.3 Orient the Pest Control Personnel on the rules and regulations, instructions or policies of PMO, if any, and ensure that the same are faithfully followed and observed by them.
- 6.4 Upon request of PMO, the Service Provider shall provide PMO with copies of the Pest Control Personnel's profiles with the necessary medical and government clearances including, but not limited to, NBI, Police and other clearances.
- 6.5 The Service Provider undertakes to comply with all applicable health and safety laws and shall ensure that the Pest Control personnel while at the Premises, comply with such applicable health and safety laws. The safety of the Pest Control Personnel or any of the Service Provider's agents, invitees, or other persons who enter the Premises for any purpose relating to the fulfillment of the Service Provider's obligations shall be the full responsibility of the Service Provider. The Service Provider shall take all necessary measures to prevent injury to all persons or damage to any property on the Premises, or in the vicinity thereof, as a result of its performance of the Pest Control Maintenance Services under this Service Contract.

- 6.6 The Service Provider shall comply with all labor laws and shall be exclusively responsible for the salaries and wages, including overtime and other legal benefits of its employees in accordance with the provisions of applicable laws, decrees, rules and regulations.
- 6.7 The Service Provider shall give PMO a SERVICE WARRANTY, which will require the Service Provider to provide treatment anew to areas at Premises where re-infestation has occurred, without additional cost to the PMO.
- 6.8 The Service Provider binds itself to utilize only government approved chemicals in the rendition of its services to the PMO and warrants that such chemicals will not cause any harm whether immediate or future, direct or indirect, and to any person, nor will they cause any damage to the environment. The Service Provider further warrants that it shall obtain, maintain, and comply with the conditions of all permits, approvals and licenses from any and all government agencies which are required for the performance of its obligations under this Service Contract.
- 6.9 The Service Provider warrants that its employees assigned to perform the Pest Control Maintenance Services are qualified and that it has the resources and necessary skills required to perform the Pest Control Maintenance Services. PMO shall in no case be answerable or accountable for any accident or injury of any kind which may occur to the Pest Control Personnel or any employees of the Service Provider during the one year term of this Service Contract and resulting from the performance of the work and services under this Service Contract nor for any injury, loss or damage arising from the criminal acts, negligence or carelessness of the Service Provider, the Pest Control Personnel or any of its employees to any person or persons or to its or their property. Service Provider hereby assumes all liabilities for and on any such injury, loss or damage and holds PMO free and harmless therefrom.

7. Performance Period

The Service Provider undertakes to perform and deliver the pest control maintenance services for CY 2022.

8. Documentary Requirements – Prospective contractors must submit the following:

- a. Latest Mayor's Business Permit
- b. Philgeps Registration Certificate Number
- c. Latest Income/Business Tax Returns
- d. Omnibus Sworn Statement
- e. List of all ongoing and completed government and private contracts w/in the last two years (2019 to 2020 or 2020 to 2021, if available) from the submission of Request for Quotation.

9. Terms and Conditions

- 9.1 The Service Provider shall not, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign or transfer, delegate or subcontract any of its obligations.
- 9.2 If the services does not comply with the terms agreed upon, or satisfy the standards or specifications set forth above, PMO may notify the Service Provider of such non-compliance upon which the Service Provider shall expeditiously, at no additional cost to PMO, conform such services to the agreed specifications. Any failure of PMO to notify

the Service Provider of such non-compliance shall not relieve the Service Provider of its obligations to conform such services to the agreed specifications.

9.3 PMO may request changes at any time to all or any part of the specifications listed above, or any part of the services, provided PMO's requested changes shall not give rise to additional expenses on the part of the Service Provider. Any and all changes shall be in writing and mutually agreed to by the parties, before the change is executed.

10. Payments

The PMO shall pay the Service Provider for the services rendered/delivered after the completion of all treatments or pest control maintenance services required to be made for the relevant month, thirty (30) days from receipt of service report and invoice.

Authorized Signature
Name & Title of Authorized Signatory
Name of Supplier – Agency
Supplier's Address