

REQUEST FOR QUOTATION

Date: February 07, 2025
Solicitation No.: PMO-25-05

Company/Business Name: _____

Address: _____

Contact Number: _____

The **Privatization and Management Office (PMO)**, through its **Administrative Division**, intends to procure **Pest Control Services for PMO-NDMC Building CY 2025** with an Approved Budget for the Contract (ABC) in the amount of **One Hundred Thousand Pesos (Php100,000.00)** in accordance with **Section 53.9 Negotiated Procurement - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative addressed to the PMO - Bids and Awards Committee (BAC), through the PMO-BAC Secretariat, not later than **5:00 P.M.** of Feb. 14, 2025:

BAC Secretariat
Bids and Awards Committee
Privatization and Management Office
104 Gamboa Street, Legaspi Village, Makati City
Email Address: BAC@pmo.gov.ph
Telephone Number: 8817-6331

Interested supplier shall also submit the following documents together with the quotation on or before the above specified deadline of submission:

1. Valid Mayor's or Business Permit;
2. PhilGEPS Registration Number; and
3. Original Notarized Omnibus Sworn Statement (for ABCs above Php50,000.00).

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at (02) 8894 - 2205 or send an email at Imperez@pmo.gov.ph.


Lizelle M. Perez
END-USER

INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted. **Submission of quotation and documentary requirements by email is not allowed.**

TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) Quotations exceeding the ABC shall be rejected.
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) 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 on per day of delay. The PMO may terminate 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.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

TECHNICAL SPECIFICATIONS FORM

Date: _____

Company/Business Name: _____

Address: _____

Contact Number: _____

E-mail Address: _____

- 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.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

Project Title: Pest Control Services

Mode of Procurement: Small Value Procurement

PMO Requirements			Supplier's Offer					Statement of Compliance ("Comply" or "Not Comply")
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost	Total Cost	
1	Pest Control Services for PMO-NIDMC Building CY 2025 (See attached Terms of Reference)	1						
ABC: Eighty Thousand Pesos (Php80,000.00)			Additional VAT and other Government Taxes: GRAND TOTAL (must not be above the ABC): (amount in figures and in words)					
Other Requirements:								
Price Validity: Thirty (30) calendar days from the date of submission of quotation								
Delivery Requirements: Within fifteen (15) calendar days upon receipt of Purchase Order								
Terms of Payment: Within 15-30 calendar days upon receipt of billing and complete supporting documents.								

Attached in this quotation are the following documentary requirements:

In lieu of items 1 and 2, a valid Certificate of PhilGEPs Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. (If PhilGEPs Platinum is submitted)

Prepared by: _____

Authorized Representative
(signature over printed name)

TERMS OF REFERENCE
Pest Control Maintenance Services
For CY 2025

(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 2025 (February 1 – December 31, 2025) 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 the Pest Control Maintenance Services for CY 2025, 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 2025 (February 1 – December 31, 2025).

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

- a. Latest Mayor's/Business Permit;
- b. PhilGEPS Registration Number;
(Certificate of Platinum Membership may be submitted in lieu of documents (a) and (b) above)
- c. Notarized Omnibus Sworn Statement; and
- d. List of all ongoing and completed government and private contracts within the last two years (2023 to 2024) 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 Service Provider 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. 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.

11. Non-compliance

The PMO shall have the right to terminate the contract when the supplier fails to perform any other obligation under the contract pursuant to Annex "1" (III) (A)(c) of the 2016 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act".

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