

**DEPARTMENT OF FINANCE**  
**Manila**  
**REQUEST FOR QUOTATION**

**Date :** April 5, 2021  
**Service Quotation No.** 009-2021

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

  
**ALVIN P. DIAZ, Director IV**  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
9	lot	<b>Pest and Termites Control</b> <i>April 1, 2021 to December 31, 2021</i>	20,000.00	180,000.00
		<b>NOTE: Please include the following required documents upon submission of your proposal</b> 1. Mayor's/ Business Permit 2. PhilGEPS Reg Number/ Certificate 3. Omnibus Sworn Statement  Said documents shall be used for evaluation purposes (for DOF use)		180,000.00

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within \_\_\_\_\_ working days from receipt of your valid Purchase Order (PO). The quotation are good only up to \_\_\_\_\_

Canvassed by:  
 \_\_\_\_\_

Supplier : \_\_\_\_\_  
 By : \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

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Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Manila

**PROJECT** : **General & Massive Pests Control Services for CY 2021**

**LOCATION** : **DOF Building, 7<sup>th</sup> Floor and some areas of 8<sup>th</sup> Floor EDPC Bldg.**

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**TERMS OF REFERENCE**

**1. Mandatory Requirements**

**a. Legal Documents**

- i. Current Mayor's Permit/Municipal License
- ii. Registration Certificate from SEC/DTI /CDA
- iii. FDA License or Affidavit that pesticides are FDA regulated
- iv. BIR value-added tax registration
- v. TIN
- vi. Philgeps Certificate of Registration

**b. Financial Documents**

- i. Income Tax Returns for the last two (2) years
- ii. BIR Tax Clearance issued by CED (Latest)
- iii. Financial Proposal using the prescribed Form and Applicable Price Schedule

**2. Approved Budget** **Php 180,000.00**

**3. Scope of Works**

1. The Contractor shall supply all chemicals, tools, labor and all equipment necessary for the proper execution of pest control services. Chemicals used must comply with requirements of relevant government authorities and be the least toxic and harmless to humans.
2. All insecticides and chemicals must be used discreetly. Treatment should not cause damage or be corrosive to the equipment and electrical appliance inside the DOF building.
3. The Contractor shall deploy skilled and well-trained technicians to ensure correct treatment of pests and proper application of chemicals.
4. The Contractor staff shall wear a distinctive uniform that has the contractor's name and identification card during the conduct of service.

**The Pest Control Services to be provided are:**

**A. Cockroach and Other Crawling Insects Control**

- a. Residual insecticidal spraying in areas where insect congregate, crawl and hide including cracks and crevices.
- b. Use pyrethroid chemicals to flush out cockroaches to determine their exact locations or harborage.

**B. Rodent Control**

- a. Install bait stations in hidden places and strategic locations where rodents usually search for food and roam around.
- b. Install cage traps, glue board and other mechanical devices to augment the baiting technique.
- c. Immediate collection and disposal of all dead/poisoned & trapped rats.

**C. Flying Insect Control**

- a. Use misting machine inside DOF premises to disperse minute droplets of insecticide solution in an aerosol range to attain minimum penetration and hard to reach area to control mosquito and other flying insects.

**D. Termite Treatment**

- a. Inspection and treatment against termite.

**E. Fumigation**

- a. Eliminate possible breeding grounds of mosquitoes to prevent occurrence of dengue cases/outbreaks.

**4. Chemicals/Materials to be Used**

All chemicals to be used must conform with the requirements and standards for marketing authorization of household urban pesticides per existing regulations of Food and Drugs Authority (FDA). The list of pesticide solution shall be supported by a photocopy of a valid Certificate of Product Registration or equivalent documents for the FDA.

1. Dichlorvos Emulsifying Concentrate/Delta Methrin for flying and crawling insect
2. Permethrin +S/Bioallethrin for Flying Insects
3. Emamectin Benzoate Gel for Cockroaches
4. Coumatetralyl baits for rats
5. Rat Glue/Paste/Mechanical Pets Catcher, etc.

**Termite Treatment**

1. Chlorfluazuron, a Chitin Synthesis inhibitor, which is non-toxic and environmentally friendly and registered with the FDA

## **5. Areas to be Treated**

### **a. To be covered by General Pests Control**

- i. DOF Building and its premises including the roofdeck, basement parking area, women's park, operation and maintenance rooms, all staging area of on-going works.
- ii. 7th Floor and some parts of 8th Flr., EDPC Building

### **b. To be covered by Termites Treatment**

- i. LBP Servicing Unit
- ii. 17 AHUS Rooms
- iii. Basement, blower's housings and stockrooms
- iv. Roofdeck and machine room
- v. Perimeter fences and boundaries
- vi. All comfort rooms
- vii. All electrical rooms
- viii. And Other areas that needs immediate treatment

### **c. To be covered by Fumigation**

- i. Gutters
- ii. Eaves and Drains
- iii. Pots and Plants
- iv. Bathroom/Toilets
- v. Air Coolers
- vi. Garbage Bins
- vii. Basement, blower's housings and stockrooms
- viii. Roofdeck and machine room

\*Other areas that needs immediate treatment

## **6. Other Covenants of the Contractor**

- a. Pest control activities shall be conducted after office hours or on a weekend on a twice a month basis subject to the approval of the Chief, General Services Division.
- b. Contractor's Supervisor shall visit the DOF premises after the treatment to evaluate the effectiveness of the services undertaken.
- c. The Contractor shall provide an on-call pest control service in between schedules at no additional cost to DOF when the situation so warrants.
- d. In case the Contractor failed to comply with the scope of works and other covenants therein and find the services to be ineffective as evidence by the continuous presence of cockroaches, mice, termites and other common house pest and DOF reserves the right to terminate the contract upon notice to Contractor. In such case, DOF shall not be obliged to pay for the particular services rendered by the Contractor.
- e. The Contractor shall provide service reports on work carried out, including areas attended to and chemicals used in coordination with the Chief of the General Services Division.

- f. A follow-up check after each treatment shall be undertaken by the Contractor two (2) days after each application to evaluate the effectiveness of the chemicals used.

**7. Term**

The work to be stipulated in the Job Order or Contract is for Calendar Year 2021 and shall commence upon issuance of the approved Job Order or the date of actual servicing, provided that such period upon mutual agreement of the parties thereto shall be extended in case of force majeure or other causes which are beyond their control.

**8. Others**

The Department hereby reserves the right to reject any or all proposals, or declare a failure of bidding as well as to waive any defect or informality in such bids, and to accept such bids as may be considered the lowest calculated and responsive bid. Failure to comply with any of the terms and conditions mentioned above may cause the rejection of the bid.

The Department also assumes no obligations whatsoever to compensate or indemnify the bidder for any expense, loss, damage that may incur in the preparation of bids nor does it guarantee that any award will be made.

**CONFORME:**

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Signature over Printed Name

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Position

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Name of Company



**BID PROPOSAL FORM**  
(Price Schedule)

SCOPE OF WORKS	COST/MONTH	TOTAL COST
<b>General Pest Control Services</b> (Twice a month)		
<b>Termites Control Services</b> (Areas that needs immediate treatment)		
<b>Fumigation</b> (Areas that needs immediate treatment)		
<b>TOTAL</b>		

After having read the Terms of Reference, we hereby submit our lowest government price quotation and promise to perform the required services.

**NAME OF COMPANY :** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_

**CONTACT NOS. :** \_\_\_\_\_

**SUBMITTED BY :** \_\_\_\_\_

Printed Name & Signature