

REQUEST FOR QUOTATION

Date : May 4, 2023
Service Quotation No. **2023-05-0017**

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) 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
1	lot	<p>Pest and Termite Control in the DOF Cottage for CY 2023</p> <p><i>Please see attached TOR for reference</i></p> <p>Note: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <p><i>Additional required document (to be submitted by the winning bidder before issuance of Job Order)</i></p> <ol style="list-style-type: none"> 3. Duly notarized Omnibus Sworn Statement (OSS) <p><i>(For CAO - GSD Use)</i></p>	92,000.00	92,000.00
		Total		92,000.00

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 _____ calendar days from receipt of your valid Job Order (JO). The quotations are good only up to _____.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN No. :



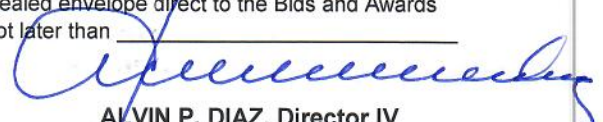
Republic of the Philippines
DEPARTMENT OF FINANCE
Manila

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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.

Republic of the Philippines
DEPARTMENT OF FINANCE
Manila

PROJECT : **Pest and Termite Control in DOF Cottage, Baguio City
for CY 2023**

LOCATION : **R. Villalon Street, Lower Engineers Hill, Baguio City**

TERMS OF REFERENCE

1. Overview

In order to prevent the further deterioration of the DOF Cottage in Baguio City due to termite infestation, the Department of Finance is looking for a contractor that can provide pest and termite control services once within every two-month period until December 31, 2023.

2. Approved Budget

NINETY TWO THOSAND PESOS (PHP 92,000.00)

3. Scope of Works

1. The Contractor shall supply all chemicals, tools, labor and all equipment necessary for the proper execution of pest and termite control services. Chemicals used must comply with requirements of relevant government authorities and must be 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 appliances inside the DOF Cottage.
3. The Contractor shall deploy skilled and well-trained technicians to ensure the correct 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 phyrethroid 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 Cottage premises to disperse minute droplets of insecticide solution in an aerosol range to attain minimum penetration and hard to reach areas 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 the 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. Enamectin 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 Pest and Termite Control Services

- DOF Cottage and its premises

6. Other Covenants of the Contractor

- a. Pest and termite control activities shall be conducted once every other month on a scheduled date when the DOF Cottage is unoccupied by guests.
- b. The Contractor shall provide a list of personnel at least one day prior to the scheduled treatment date for the issuance of work permit.
- c. After the completion of treatment an acknowledged service report by the DOF Cottage caretaker must be forwarded to the General Services Division whose office is located at the 7th Floor, EDPG Building, Roxas Boulevard, Malate Manila.
- d. Contractor's Supervisor shall visit the DOF Cottage premises two (2) days after the treatment to evaluate the effectiveness of the services undertaken. An after-service report acknowledged by the DOF Cottage caretaker must be forwarded to the General Services Division.
- e. The Contractor shall provide an on-call pest and termite control services in between schedules at no additional cost to the DOF when the situation so warrants.
- f. The Contractor shall provide service reports on the work carried out and chemicals used in the DOF Cottage.
- g. It is understood that during the implementation of the Pest and Termite Control Service in the DOF Cottage, the Contractor shall be responsible for whatever losses or damages they may incur.
- h. In case the Contractor fails to comply with the scope of works and other covenants therein and find the services to be ineffective as evidenced by the continuous presence of cockroaches, mice, termites and other common house pest, the 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.

7. Term

The work to be stipulated in the approved Job Order or Contract shall commence upon its receipt until December 31, 2023.

8. Payment

- The Contractor shall send the statement of account for the rendered pest and termite control service to the General Services Division.
- The Contractor shall attach the Service Report, After-Service Report and photos taken during the Pest and Termite Control Service in the DOF Cottage.

9. Relative to the COVID-19 Pandemic

- The Contractor shall strictly follow the required minimum safety protocols of the DOF Cottage upon entering and while in its premises. Protocols are subject to change without prior notice to the Contractor.
- Should the Local Government Unit of Baguio City require negative test results relative to COVID – 19 in order to enter the city, it is understood that the Contractor shall shoulder the expense of the tests for their personnel.

Conforme:

Signature above printed name

Position

Date