



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**REQUEST FOR QUOTATION**

**Date: 13 September 2024**  
**RFQ No.: 2024-AD-015**

Company/Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business/Mayor's Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure **Procurement of Pest Control and Disinfection Services for GPPB-TSO** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the given address below, on or before **12:00 PM of 17 September 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ADMINISTRATIVE DIVISION**  
 GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,  
 Quezon City, Philippines 1121  
 Telephone No.: (+632) 5322-6BAC (6222)

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's/Business Permit**
- b. **Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO 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 bidder or bidders.

For any clarification, you may contact the Engr. Mark Kevin M. Aguila at (+632) 5322-6BAC (6222) or send email to [mmaquila@gppb.gov.ph](mailto:mmaquila@gppb.gov.ph).

**JULIE D. ABRIGO**  
 Chief Administrative Officer, AD



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (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/service provider 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, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [mmaguila@gppb.gov.ph](mailto:mmaguila@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding**



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**

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 GPPB-TSO 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.
12. 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.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of Pest Control and Disinfection Services for GPPB-TSO</b>			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
<b>Procurement of Pest Control and Disinfection Services for GPPB-TSO</b>	<b>1 Lot</b>		
<b>I. Technical Specification</b> Pest Control Preventive Maintenance for five (5) months (Please see attached Annex A for detailed Technical Specification)			
<b>II. Delivery Period</b> (Please see attached Annex A for schedule of requirements)			
<b>*****nothing follows*****</b>			



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
 \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Procurement of Pest Control and Disinfection Services for GPPB-TSO	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<b>Three Hundred Twenty Thousand Pesos (PhP320,000.00)</b>	<b>In words:</b>
	<b>In figures:</b>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**ANNEX "A"**

**TECHNICAL SPECIFICATIONS**

Bidders/Suppliers must state here either "Comply" or any equivalent term in column "Statement of Compliance" against each of the individual parameters of each "Specification".

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
<b>1.0</b>	<b>Scope of Work</b>	
1.1	The service provider shall ensure that the treatment covers the following areas/premises of the GPPB-TSO.	
1.2	All areas/offices inside the GPPB-TSO building, including the upper deck of the building.	
1.3	All equipment/rooms in the GPPB-TSO building premises such as the Powerhouse, Pump Room, landscape, and Sewage Treatment Plant (STP).	
1.4	Pre-inspection, post-treatment, duly accomplished service report and inspection result/report shall be submitted and approved/concurred by to the GPPB-TSO Administrative Division.	
1.5	Pest control services shall be allowed only after office hours or during weekends subject to the approval of the GPPB-TSO Administrative Division-Handling Officer.	
1.6	Conduct indoor inspection of areas prone to cockroach infestation and harborage such as cupboards, floor drains, cracks, crevices, and drainage systems to check the presence of cockroaches. Deal with the possibility of re-infestation from adjacent premises or vegetation, especially by ants' infestation	
1.7	Monitor cockroach/insects' infestation by gathering all reported sightings or complaints from every unit and common area in addition to service technician observation.  A. Residual Insecticidal Spraying  - Intensify residual spraying in places and areas where insects congregate, crawl, and hide, including cracks and crevices, which they may enter.  - Use pyrethroid chemical to flush out cockroaches and determine their exact locations or harborages.	



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

	<p>B. Insecticidal Bait Application</p> <p>- The technique is designed to apply cockroach bait near harborages and aggregation areas, such as electrical wiring, telephone apparatus, and the like, using an adequate system of instruments.</p>	
1.8	<p>Rodent Control</p> <p>Inspection: Conduct regular inspection of all potential harborages and food sources of rodents such as pipe chase, basement areas, behind appliances, and point of entry, as well as regular inspection of all bait traps and stations.</p> <p>Monitor cockroach/insects' infestation by gathering all reported sightings or complaints from every unit and common area in addition to service technician observation.</p>	
1.9	<p>Flying Insect Control</p> <p>Inspection - Thoroughly inspect the entire premises to determine the degree of infestation, entry points, and unforeseen breeding sites of mosquitoes and other flying insects.</p> <p>Misting - Use misting machines inside the offices as said machines disperse minute droplets of insecticide solution in an aerosol range to attain minimum penetration of hard-to-reach or inaccessible areas to control mosquitoes and other flying insects.</p> <p>Larvicide - Apply larvicide upon stagnant water, e.g., rain drains and other possible water reservoirs, which pose as a breeding source of mosquitoes.</p>	
<b>2.0</b>	<b>Duties and Responsibilities of Service Provider</b>	
2.1	The Service Provider shall provide all the labor and materials, tools and equipment, supervision, and other incidentals for the comprehensive termite and general pest control of the Department. All tools and equipment shall at all times be in good working conditions;	
2.2	The Service Provider shall ensure that the scope of work and schedule of requirements are diligently rendered;	
2.3	The Service Provider shall ensure that the services to be rendered will effectively exterminate any pests, insects, and rodents without the visible presence and disturbing odor or smoke of fumes. In any case that the GPPB-TSO	



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
TECHNICAL SUPPORT OFFICE**

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	finds to be ineffective on the services provided, the GPPB-TSO has the right to terminate the Contract at any time and shall not be obliged to pay the contractor for the services rendered;	
2.4	The Service Provider Shall ensure that all the chemical supplies and materials necessary for the implementation of the work are of the best quality, safe and approved by the Bureau of Food and Drugs (BFAD) or certified by the proper government authorities;	
2.5	The Service Provider shall provide/assign honest, skilled, and well-trained technicians/workforce to ensure proper application and treatment. All personnel assigned to the GPPB-TSO must wear proper company uniforms and identification cards.	
2.6	The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illnesses, accidents, and/or damage to any of its employees will take place. The Service Provider shall shoulder all the medical expenses of their personnel (if any) arising from the accidents while performing the services;	
2.7	The Service Provider shall provide an on-call service in-between schedules for immediate additional service/s if there be a sudden outbreak of infestation at the GPPB-TSO premises at no additional cost;	
2.8	The Service Provider shall submit a Weekly Service Treatment Report to the GPPB-TSO Administrative Division-Handling Officer (AD-HO) indicating therein, the areas that were treated and monitored, duly confirmed/acknowledged by the GPPB-TSO.	
2.9	The Service Provider, through its representative, shall visit the premises two (2) days after each treatment and evaluate the result of the services rendered, together with the GPPB-TSO AD representative	
2.10	A Quality Control Supervisor, affiliated with the contractor, shall visit the GPPB-TSO premises once a month or whenever necessary to undertake the following: a.) Coordinate with the GPPB-TSO authorized representatives in evaluating the effectiveness of the contracted pest and terminate control services; b.) Service as pest control consultant by recommending ways and means to control infestation.	



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

2.11	The service provide shall provide all necessary certifications/ licenses for all the product/chemical to be used for pest control , disinfectant and pesticides prior to conduct.	
<b>3.0</b>	<b>Duties and Responsibilities of Pest Control Operator (PCO)</b>	
3.1	PCO shall maintain a pesticide handling and application management system such that they are able to demonstrate their capacity to assure safety of the pesticide handler and the public.	
3.2	PCOs shall only use FDA-registered household pesticides in their pest control activities. Other health products, including disinfectant, under the jurisdiction of the FDA which are used during the pest control activities must be duly-registered with the FDA	
3.3	The application of disinfectants used in pest control activities shall be governed by the standards applicable for HUHS products as provided in AO 2019-0019, FDA Circular No. 2020-0025, and its amendments	
3.4	The Certified Supervising Pesticide handler shall have direct in-person and/or remote supervision over the certified pesticide handlers in the conduct of pest control activities. The Certified supervising pesticide handler shall make use of innovative/digital technology and/or open communication tools in the conduct of supervisory functions during all operations of pest control activity.	
<b>4.0</b>	<b>Warranty</b>	
	The service provider shall ensure/provide the following <ul style="list-style-type: none"> <li>• Ensure that all areas within the GPPB-TSO premises are treated.</li> <li>• Provide all the equipment/materials and other supplies needed for the pest control services.</li> </ul> Certify all the pest control technicians assigned at GPPB-TSO are skilled, well-trained, and honest	
<b>5.0</b>	<b>Contract Duration</b>	
	Five (5) months from the date of execution of contract	





Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

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**SCHEDULE OF REQUIREMENTS**

<b>Description</b>	<b>Delivered, Weeks/Months</b>
<ul style="list-style-type: none"><li>➤ Cockroaches, Ants, and other crawling insects.</li><li>- residual insecticide spraying</li><li>- non-residual insecticide spraying</li><li>- insecticidal dusting treatment</li><li>- gel application</li></ul>	<ul style="list-style-type: none"><li>➤ Weekly (every Saturday)</li></ul>
<ul style="list-style-type: none"><li>➤ Houseflies, mosquitoes, and other flying insects</li><li>- misting treatment</li><li>- gassing treatment</li><li>- fogging treatment</li><li>- larviciding and adulticide treatment</li></ul>	<ul style="list-style-type: none"><li>➤ Weekly (every Saturday)</li></ul>
<ul style="list-style-type: none"><li>➤ Rodents Control</li><li>➤ anticoagulant baits sticky traps/ glue board traps</li></ul>	<ul style="list-style-type: none"><li>➤ Weekly (every Saturday)</li><li>➤ Inspect 2 or 3 days after installation</li></ul>
<ul style="list-style-type: none"><li>➤ Pre-inspection of the entire premises to determine the degree of the infestation, unforeseen breeding sites/harborage, and entry points, particularly in the drainage system, pipe chase, workstations, rooms, electrical rooms, pantries, kitchen, and other facilities.</li></ul>	<ul style="list-style-type: none"><li>➤ Two (2) days before treatment schedule</li></ul>
<ul style="list-style-type: none"><li>➤ Post-treatment inspection to assess the effectiveness of service treatment performed.</li></ul>	<ul style="list-style-type: none"><li>➤ Two (2) days after the treatment schedule</li></ul>

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

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**Name of Company**

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**Signature Over Printed Name**

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**Date**