



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**REQUEST FOR QUOTATION**

P.R. No./Date : 2019-03-087  
March 28, 2019

RFQ No./Date: 19-04-061  
April 8, 2019

**Gentlemen/Ladies:**

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2<sup>nd</sup> floor of the address below; and
4. The deadline for submission of your quotation is on 9:00AM of APRIL 16, 2019.

**The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP116,665.00**

Your participation to this bidding shall be subject to the requirements as identified below:

- ✓ **Registered with PhilGEPS (Attach a copy to your quotation/offer).\***
- ✓ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ✓ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP116,665.00
- ✓ Award shall be made by item.
- ✓ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ✓ Procured items shall be delivered to NEDA sa Pasig.

**ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7 (2012))**

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

**The delivery schedule shall be completed seven (7) calendar days from receipt of Job Order.**

Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184, Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

*MA. MONICA P. PAGUNSAN*  
Head, NBAC Secretariat

Dear Ms. Pagunsan,

Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL (PhP)
1	1	job	Supply of labor and materials for pest control services		
			at NEDA Central Office (NEDA-CO) for eight (8) month period		
			(May to December 2019)		
			(see attached Terms of Reference for details).		
<b>*Qualification and Other Requirements</b>					
Must submit the following:					
a. PhilGEPS Registration Number; and					
b. Mayor's or Business Permit (current and valid).					
<i>(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be a ground for disqualification. For recently expired Mayor's/Business permits, please submit a copy of the expired Business Permit with the "Official Receipt/OR" from the Business Permit and Licensing Office (BPLO), as proof that you have already applied for renewal.)</i>					
c. Omnibus Sworn Statement. Bidders shall use the attached prescribed format together with any of the following proof of authorization, whichever is applicable:					
c.1 Notarized Special Power of Attorney; c.2 Latest Notarized Secretary's Certificate;					
c.3 Board Resolution; c.4 Partnership Resolution; or c.5 DTI Certificate Number.					
<b>Note:</b>					
* Bidders with earlier submission through NEDA biddings of a valid and updated eligibility requirements may no longer re-submit the same (NBAC Resolution No. 13 (2019)).					
*****Nothing Follows*****					
					<b>TOTAL:</b>
					<b>Amount in Words:</b>
<b>Contractor's Declaration:</b>					<b>CONFORME</b>
a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized representative of _____ (company) on the provided "Conforme Box";					Signature : _____
b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and					Name/Designation : _____
c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed specification.					Name of Company : _____
					Cheque payment payable to: _____
					Address : _____
					Telephone/Fax/Email : _____
					TIN No. : _____   VAT   Non- VAT

## **TERMS OF REFERENCE**

### **PEST CONTROL SERVICES FOR THE NEDA CENTRAL OFFICE PREMISES**

#### **I. BACKGROUND/RATIONALE**

For the past years, NEDA Central Office (NEDA-CO) has been engaging the services of a Pest Control Service Provider to eradicate the infestation of rodents and flying and crawling insects in its premises by way of fumigation and application of insecticides and pesticides. It is necessary for the NEDA –CO premises to provide a healthy and conducive work environment in order to maintain the momentum of greater efficiency and productivity of the employees. Therefore, the continuous engagement of a service provider for the NEDA-CO premises is necessary.

#### **II. CONTRACT PERIOD**

The contract period is for seven (8) months from May 2019 to December 2019.

#### **III. APPROVED BUDGET OF THE CONTRACT (ABC)**

The ABC for the project is One Hundred Sixteen Thousand and Six Hundred Sixty-Five Pesos (₱ 116,665.00) inclusive of all applicable government taxes and service charges.

#### **IV. QUALIFICATIONS OF THE SERVICE PROVIDER**

The SERVICE PROVIDER should have the necessary experience and expertise in providing pest control services. For this purpose, the Service Provider must submit documentary proof of the following requirements:

##### **Eligibility Requirements:**

1. Omnibus Sworn Statement;
  - a. Notarized Secretary's Certificate or Board Resolution or Partnership Resolution or Special Power of Attorney or DTI Certificate Number, whichever is applicable.
2. PhilGEPS Registration Number; and
3. Current and valid Mayor's or Business Permit (if the Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be grounds for disqualification).

*As part of the post-qualification, the service provider must submit proof of the following:*

1. Must have been engaged in the business continuously for the past three (3) years or more (SEC/DTI Registration, Business Permit);
2. Relevant training attended during the last three (3) years, as evidenced by Training Certificate of technicians who will be assigned to NEDA;

4. Certification issued by at least three (3) clients attesting to the services rendered during the last three years (2016-2018); and
5. Certificate of membership from Pest Control Association of the Philippines (PCAP) or accreditation from Philippine Federation of Pest Management Operators Association, Inc. (PFPMOA).

## V. SCOPE OF WORK

### 1. General Scope of Work

The Service Provider shall provide all labor and materials, tools and equipment, supervision and other incidentals for the extermination and effective control of all disease-transmitting and destructive pests such as flies, mosquitoes, cockroaches, ants, rodents, mice, and other flying and crawling insects at the NEDA-CO compound. The Service Provider shall carry out their pest control services in accordance with the Pest Control Plan (attached as Annex "A").

### 2. Area of Treatment Coverage (approximately 8,700 sq.m.)

The Service Provider shall ensure that treatment covers the following areas/premises of the NEDA-CO:

- a. All areas/offices inside the NEDA-CO Building, including the basement, canopies and roofdecks;
- b. Motorpool Work Area;
- c. NEDA Guest House;
- d. NEDA Building Phase 1; and
- e. NEDA Grounds within the perimeter fence.

### 3. Frequency of Treatment

The Service Provider shall render pest control services on the following schedule:

Item	Description	Frequency	Schedule
1.	<u>Flying and Crawling Insects/Pests:</u>		
	1.1. Administration of spray treatment for cracks and crevices; undersides of furniture and appliances;	Twice a month	1 <sup>st</sup> and 3 <sup>rd</sup> Sundays of the month
	1.2. Misting of hallways, offices, and conference/ meeting rooms;	Weekly	All Sundays of the month
	1.3. Thermal fogging of outdoor areas and other facilities; and	Monthly	Last Sunday of the month
	1.4. Placement of insecticidal gel bait in all kitchen cabinets, comfort rooms, stock rooms, and electrical rooms.	Monthly	2 <sup>nd</sup> Sunday of the month
2.	<u>Rodents (Rats and Mice):</u>		
	2.1. Installation of rodent glue and mechanical traps in locations that serve as travel areas for rodents in the area and/or inside the building;	Weekly	All Sundays of the month

Item	Description	Frequency	Schedule
	2.2. Inspection of installed rodent glue and trip cage traps, including disposal of rats caught in the traps;	Weekly	All Sundays of the month
	2.3. Set up of pipe bait stations in strategic locations along the outside perimeter of the building; and	Annually	1 <sup>st</sup> treatment schedule
	2.4. Inspection of bait stations and replenishment of baits.	Weekly	All Sundays of the month
3.	<u>Inspection:</u> 3.1. Conduct of pre-inspection of the entire area, most particularly the kitchen areas, store rooms, ceilings and other potential harborage, to check signs of infestation, including droppings, damages, urine, runs, footprints, smears, and nests. Submit report to the Administrative Staff –General Services Division (AS-GSD); and	Weekly	Two (2) days before treatment schedule
	3.2. Conduct of post-treatment inspection to assess effectivity of service treatment performed. Submit corresponding report to AS-GSD.	Weekly	Two (2) days after treatment schedule

## VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The Service Provider shall ensure that the Scope of Work and Schedule of Requirements (attached as Annex B) are diligently rendered.
2. The Service Provider shall submit the actual chemicals to be used with its seal intact, together with the chemical preparation and formulations sheet, prior to the conduct of service treatment for approval of the AS-GSD Chief. Mixing shall be done on-site in the presence of the authorized representative from the AS-GSD. The Service Provider shall warrant that all preparations and formulations, including the use thereof, will be in accordance with the approved chemical formulations sheet.
3. The Service Provider shall warrant that only chemicals duly approved by the Food and Drug Administration (FDA) shall be used. In case of change in the approved chemicals initially submitted, the Service Provider shall inform the AS-GSD Chief, in writing, of such change.
4. The Service Provider shall provide on-call service in between schedule without additional cost to NEDA, including performing immediate special or additional service should there be a sudden outbreak of infestation at the NEDA premises, also at no cost to NEDA.

5. The Service Provider shall warrant that all materials, labor, and equipment necessary for the execution of the work will effectively terminate any and all pests, insects and rodents without the visible presence and disturbing odor of smoke and fumes. Should NEDA find the services to be ineffective as evidenced by the continuous presence of rodents, and crawling and flying insects, NEDA reserves the right to terminate the contract. In such case, NEDA shall not be obliged to pay the Service Provider for services rendered.
6. The Service Provider shall coordinate its work schedule with the AS-GSD, in order not to disturb or disrupt the working schedule of the NEDA personnel. The Contractor shall exercise extraordinary diligence in the performance of its services to ensure that no illness, accident and/or damage to any of its employees or guests will take place. The Service Provider shall assume full responsibility for any claim or liability that may arise by reason of illness, accident and/or damage due to any or all acts of omission, negligence or fault of the Service Provider and its agents, thereby rendering NEDA free and exempt from any such claim or liability.
7. The Service Provider shall assign a work force sufficient to carry out or implement the service specifications within a minimum of at least four (4) hours between 9:00 a.m. to 5:00 p.m.
8. The Service Provider shall assign service technicians who are honest, skilled, well-trained and certified applicators to ensure proper application and treatment. All personnel assigned must wear the company uniform, identification cards and appropriate Personal Protective Equipment (PPE) and clothing while performing pest control services.
9. The Service Provider shall submit a weekly service treatment report to AS-GSD indicating therein, the areas that were treated and monitored, duly confirmed/acknowledged by the AS-GSD representative present during the treatment.
10. The Service Provider shall also assign a Roving Technician, who shall visit the NEDA premises two (2) days after each service treatment and shall submit an After Service Treatment Report to the AS-GSD.

## **VII. DUTIES AND RESPONSIBILITIES OF THE NEDA**

1. The NEDA, through the AS-GSD, shall closely monitor the implementation of the pest control services in accordance with the specifications and conditions of the Contract, which includes picture-taking of the actual conduct of the services/work-in-progress, together with the supplies and materials used and testing of chemicals sprayed/applied, among others.

During each scheduled treatment, an authorized representative from the AS-GSD shall be available to supervise the treatment procedures and ensure that office properties, such as computers and other equipment are secured.

2. As appropriate, the AS-GSD shall conduct quarterly or semi-annual Client Satisfaction Survey to evaluate the effectiveness of the modality and frequency of treatment and shall prepare report on the result of the survey and recommend appropriate measures and improvements, when necessary.

## VIII. PAYMENT SCHEME

Payment to the Service Provider shall be made on a monthly basis upon acceptance of NEDA, subject to the submission of billing statement, duly accomplished service and inspection report forms and other documentary requirements.

## IX. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the Contract Price by the winning Service Provider. NEDA reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

## X. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Pasig City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Conforme:

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Signature over Printed Name/Designation

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Date

## **Annex A**

### **PEST CONTROL PLAN** (For the NEDA Central Office Compound)

The pest control services shall be carried out in accordance with the plan below:

1. **Methods of Treatment:**

a. **Cockroaches and Other Crawling Insects Control:**

i. **Inspection**

Conduct indoor inspection of areas prone to cockroach infestation and harborage, such as cupboards, floor drains, cracks, crevices, and drainage system, to check the presence of cockroach. The possibility of re-infestation from adjacent premises should also be considered.

ii. **Monitoring**

Monitor cockroach infestation by gathering all reported sightings and complaints from every Office/Staff/unit and common areas besides service technician observation.

iii. **Residual Insecticidal Spraying**

Intensify residual spraying in places and areas where insects congregate, crawl and hide, including cracks and crevices, which they may enter.

iv. **Insecticidal Bait Application**

Apply cockroach gel bait near harborages and aggregation areas, such as kitchen cabinets, comfort rooms, stock rooms, and electrical rooms.

b. **Rodent Control:**

i. **Inspection**

Regularly check for possible rat harborages and entry points inside and outside of the building.

Conduct regular inspection of all rodent traps and bait stations.

ii. **Baiting**

Install bait stations in hidden places and strategic locations where rodents usually search for food, roam around and congregate.

Set up pipe bait stations and regularly replenish rat baits along outside perimeter of the building to anticipate rodent problems.

iii. **Trapping**

Install rodent glue boards and mechanical traps inside the building in locations that serve as entry point/access/travel areas for rodents.

c. Flying Insect Control:

i. Inspection

Thoroughly inspect the entire premises to determine and submit a report on the degree of infestation, entry points and possible breeding sites of mosquitoes and other flying insects.

ii. Misting

Use high-powered misting machine inside the offices and hallways to attain the required minimum penetration of hard-to-reach or inaccessible areas to effectively control mosquitoes and other disease-transmitting and destructive flying insects.

iii. Fogging

This service shall be done outdoors with the use of a fogging machine which releases thermal fog containing an effective solution against all disease-transmitting and destructive flying and crawling insects. This treatment should be administered properly to ensure penetration to cracks and crevices and other confined areas that cannot be reached by spray application.

2. Technical Specification:

- a. Misting / Spraying / Thermal Fogging: Pyrethroid insecticides; Two (2) branded chemicals to be applied alternately;
- b. Rodent Control: Rodenticides, rat glue/glue boards, and mechanical traps; and
- c. Cockroach Control: Gel for cockroaches- Minimum of one (1) to three (3) drops per ten (10) linear feet.

Submit with the technical bid, the brand names of chemicals to be used. (Please use the attached form, Annex C)

3. Frequency of Treatment:

The treatments shall be administered as follows:

Item	Description	Frequency	Schedule
1.	<u>Flying and Crawling Insects/Pests:</u>		
	1.1. Administration of spray treatment for cracks and crevices, undersides of furniture and appliances;	Twice a month	1 <sup>st</sup> and 3 <sup>rd</sup> Sundays of the month
	1.2. Misting of hallways, offices, and conference/ meeting rooms;	Weekly	All Sundays of the month
	1.3. Thermal fogging of outdoor areas and other facilities; and	Monthly	Last Sunday of the month
	1.4. Placement of insecticidal gel bait in all kitchen cabinets, comfort rooms, stock rooms, and electrical rooms.	Monthly	2 <sup>nd</sup> Sunday of the Month



Item	Description	Frequency	Schedule
2.	<u>Rodents (Rats and Mice):</u>		
	2.1. Installation of rodent glue and mechanical traps in locations that serve as travel areas for rodents inside the building;	Weekly	All Sundays of the month
	2.2. Inspection of installed rodent glue and trip cage traps, including disposal of rats caught in the traps;	Weekly	All Sundays of the month
	2.3. Set up of pipe bait stations in strategic locations along the outside perimeter of the building; and	Annually	1 <sup>st</sup> treatment schedule
	2.4. Inspection of bait stations and replenishment of baits.	Weekly	All Sundays of the month
3.	<u>Inspection:</u>		
	3.1. Conduct of pre-inspection of the entire area, most particularly the kitchen areas, store rooms, ceilings and other potential harborage to check signs of infestation, including droppings, damages, urine, runs, footprints, smears, and nests. Submit report to AS-GSD; and	Weekly	Two (2) days before treatment schedule
	3.2. Conduct of post-treatment inspection to assess the effectivity of service /treatment performed. Submit the corresponding report to AS-GSD.	Weekly	Two (2) days after treatment schedule

#### 4. Other Terms and Conditions

- a. Mixing of chemical/solution shall be conducted on site under the monitoring of the authorized NEDA representative from AS-GSD;
- b. Pest control services shall be conducted only after office hours or during weekends subject to approval of NEDA; and
- c. The Service Provider shall provide on-call service in between schedules without additional cost to NEDA, including performing immediate special or additional service should there be a sudden outbreak of infestation at the NEDA premises, also at no cost to NEDA.

## **Annex B**

### **SCHEDULE OF REQUIREMENTS**

The bidders must indicate "Comply" or any equivalent term in the column, *Statement of Compliance* opposite each of the individual parameter of each Requirement:

<b>Item</b>	<b>Description</b>	<b>Frequency</b>	<b>Schedule</b>	<b>Statement of Compliance</b>
1.	<b><u>Flying and Crawling Insects/Pests:</u></b>			
	1.1. Administration of spray treatment for cracks and crevices, undersides of furniture and appliances;	Twice a month	1 <sup>st</sup> and 3 <sup>rd</sup> Sundays of the month	
	1.2. Misting of hallways, offices, and conference/ meeting rooms.	Weekly	All Sundays of the month	
	1.3. Thermal fogging of outdoor areas and other facilities; and	Monthly	Last Sunday of the month	
	1.4. Placement of insecticidal gel bait in all kitchen cabinets, comfort rooms, stock rooms, and electrical rooms.	Monthly	2 <sup>nd</sup> Sunday of the Month	
2.	<b><u>Rodents (Rats and Mice):</u></b>			
	2.1. Installation of rodent glue and mechanical traps in locations that serve as travel areas for rodents inside the building;	Weekly	All Sundays of the month	
	2.2. Inspection of installed rodent glue and trip cage traps, including disposal of rats caught in the traps;	Weekly	All Sundays of the month	
	2.3. Set up of pipe bait stations in strategic locations along the outside perimeter of the building; and	Annual	1 <sup>st</sup> treatment schedule	
	2.4. Inspection of bait stations and replenishment of baits.	Weekly	All Sundays of the month	
3.	<b><u>Reports:</u></b>			
	3.1. Conduct of inspection of the entire area, most particularly, the kitchen areas, store rooms, ceilings and other potential harborage, to check signs of infestation, including droppings, damages, urine runs, footprints, smears, and nests before each treatment schedule. Submit Pre-Inspection Report to AS-GSD.	Weekly	Two (2) days before treatment schedule	
	3.2. Conduct of inspection after each treatment to assess effectivity of service treatment performed. Submit Post-Inspection Report to AS-GSD.	Weekly	Two (2) days after treatment schedule	

Item	Description	Frequency	Schedule	Statement of Compliance
3.	<u>Reports:</u> 3.3. Submission of Service Treatment Report indicating therein the areas that were treated and monitored duly confirmed/acknowledged by the AS-GSD representative present during the administration of the said treatment.	Weekly	All Sundays of the month	
4.	<u>Chemicals to be Used:</u> 4.1. Submission of actual chemicals to be used with seal intact, together with the chemical preparation and formulation sheet, prior to conduct of service treatment for approval of the AS-GSD Chief. Mixing of chemicals shall be done on site.	Weekly	Two (2) days before treatment schedule	
5.	<u>Pest Control Equipment to be Used:</u> 5.1. Supply of the following equipment to each technician assigned to NEDA: <ul style="list-style-type: none"> <li>a. Flashlight with new batteries;</li> <li>b. Screw drivers;</li> <li>c. Sprayer;</li> <li>d. Indoor misting machine (electrical type);</li> <li>e. Fogging equipment; and</li> <li>f. Appropriate Personal Protective Equipment (PPE) and clothing.</li> </ul>	Weekly		

I hereby certify to comply and deliver all the above pest control services per Schedule of Requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

## **ANNEX C**

(Supplier's Letterhead)

To : The NEDA Bids and Awards Committee  
National Economic and Development Authority (NEDA)

Subject : CHEMICALS TO BE USED

Date :

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In connection with our quotation for Pest Control Services at the NEDA Central Office (NEDA-CO) located at No. 12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City, please find hereunder the chemicals to be used for your reference and consideration.

WORK ACTIVITY	CHEMICAL NAME	ACTIVE INGREDIENT	FOOD & DRUG ADMINISTRATION (FDA) REGISTRATION NUMBER
1. Misting/spraying/thermal fogging	1.		
	2.		
2. Rodent Control			
3. Cockroach Control			

Thank you and rest assured of our utmost attention at all times.

Very truly yours,

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Signature Over Printed Name of  
Authorized Representative