



## REQUEST FOR QUOTATION




Date: 10 May 2024  
RFQ No.: **R1 100-24-01-438**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
**PhilGEPS Registration Number:** \_\_\_\_\_

The **City Government of Pasig**, through the Bids and Awards Committee (BAC), intends to procure **PEST AND TERMITE CONTROL SERVICES - PASIG CITY CHILDREN'S HOSPITAL** with an Approved Budget for the Contract (ABC) of **Php 566,425.60**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

ITEM NO.	ITEM DESCRIPTION	BRAND NAME (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	APPROVED BUDGET		PRICE OFFER	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	<b>Monthly Comprehensive Termite Control Preventive Maintenance and Pest Control Preventive Maintenance</b>  <b>SCOPE OF WORK:</b>  1. The CONTRACTOR shall furnish the PCCH labor, supplies and materials and all necessary tools and equipment in the Pest and Control Services of its above mentioned building, as follows:  <b>A. General Termite Treatment</b>  - Thorough inspection of the building / area to pinpoint termite colonies, if any.  - Chemical Treatment Barriers / Soil treatment or by baiting system of the perimeter area of the building with a distance of 18-20 inches apart and about 6 inches close to the external wall of the building. This must include mound demolition, drilling for cemented area and use of soil injectors (for compacted soil). Drilled holes shall be covered with		1	lot	566,425.60	566,425.60		

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<p>cement after the treatment, if necessary. (Submit List of Chemicals to be used)</p> <p>- Treatment of the infestation inside the building by injecting termiticide solution or baiting system in the affected areas. (Submit List of Chemicals to be used)</p> <p>- Treatment of all wooden cabinetry materials, doors, door jambs, electrical boxes, double walling, windows and the like.. (Submit List of Chemicals to be used)</p> <p>- Conduct of monthly inspection / maintenance services, including immediate re-application of termiticide solution or baiting system whenever necessary.</p> <p><b>B. General Pest Control</b></p> <p>- Contact Spraying - using compact pressure sprayer containing insecticides spray solutions with either contact or residual actions, surface spraying will be conducted on infested and general areas where there is only minimal danger of contamination. (Submit List of Chemicals to be used)</p> <p>- Rodent Control - installation of traps and replacement of ant-coagulants in secluded areas. (Submit List of Chemicals to be used)</p> <p>- Thermal Fogging - fogging the surroundings and premises of the PCCH Building with high knockdown insecticides carried in oil be performed once a week. (Submit List of Chemicals to be used for particular locations)</p> <p>- Misting of Offices - misting of offices of the entire PCCH Building with fast knockdown and long residual action shall be treated once a week. (Submit List of Chemicals to be used)</p> <p>- Gel Bait Application - as a complimentary treatment method, gel baits will be placed on heavily infested areas. In spray banned areas, gel baits are most as effective as any other treatment procedures mode for control of cockroaches and crawling insects. (Submit List of Chemicals to be used)</p> <p>- Pest control treatment of cockroach, mosquitos, flies and other crawling and flying insect; rat and mice control.</p>						
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<p>- Residual Insecticidal Spraying (Thermal Fogging/Misting) weekly spray all floor drains at kitchen area, bathrooms; store rooms, conference rooms, ornamental plants and other areas where drain pose a potential harbourage. Must be odourless and non-staining, Application of insecticide in places and areas where insects/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides of furniture and appliances.</p> <p>- Application of insecticidal bait/gel near harbourage and aggregation areas, such as corners of movement, electrical wirings, telephone apparatus, etc. using advanced and delivery system gel abatement.</p> <p>- General survey and thorough inspection of the entire premises to determine the location of other unforeseen breeding sites of flying insects.</p> <p>- Spraying / Misting of larvicideds areas where mosquitoes including adult flies and other small flying insects take refuge, and immediate cleaing of office furniture and equipment that were affected by the chemicals. solutions used in spraying /misting.</p>						
<b>GRAND TOTAL COST</b>	<b>IN FIGURES</b>		<b>PHP 566,425.60</b>			
	<b>IN WORDS</b>		<b>FIVE HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED TWENTY-FIVE PESOS AND 60/100</b>			
The Project shall be awarded as One Project having several items that shall be awarded as one contract.						
Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.						
<b>NOTE:</b> Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.						
<b>PRICE OFFER:</b> Unit and Total Prices shall be rounded off up to <b>two</b> (2) decimal places.						
<b>VALIDITY OF OFFER:</b> Within ninety (90) calendar days from the date of opening of quotations.						
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.						

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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# TERMS OF REFERENCE ( TOR )

## PEST AND TERMITE CONTROL SERVICES FOR PASIG CITY CHILDREN HOSPITAL

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### LOCATION

Pasig City Children Hospital is located at Industria st, corner Alkalde Jose st, Brgy. Kapasigan, Pasig City.

### PROJECT DESCRIPTION

This project entitled, “Pest and Termite Control Services”, is envisioned to protect the entire building from pest related damage, lower the chances of infestation problems, healthier facilities and better property longevity. Pest and Termite Control provides protection of beneficial insects as well as prevention of secondary pest outbreaks, pest resurgence and the spread of disease.

### OBJECTIVES

The Pasig City Children’s Hospital (PCCH) – Child’s Hope intend to engage the services of a licensed pest and termite contractor for PCCH building with a total floor area of 12,560sq.m.

### SCOPE OF WORK

1. The CONTRACTOR shall furnish the PCCH labor, supplies and materials and all necessary tools and equipment in the Pest and Control Services of its above mentioned building, as follows:


#### a. General Termite Treatment


- Thorough inspection of the building / area to pinpoint termite colonies, if any.
- Chemical Treatment Barriers / Soil treatment or by baiting system of the perimeter area of the building with a distance of 18-20 inches apart and about 6 inches close to the external wall of the building. This must include mound demolition, drilling for cemented area and use of soil injectors (for compacted soil). Drilled holes shall be covered with cement after the treatment, if necessary. (One time Treatment)
- Treatment of the infestation inside the building by injecting termiticide solution or baiting system in the affected areas. (One Time Treatment)
- Treatment of all wooden cabinetry materials, doors, door jambs, electrical boxes, double walling, windows and the like. (One Time Treatment)
- Conduct of monthly inspection / maintenance services, including immediate re-application of termiticide solution or baiting system whenever necessary.

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## b. General Pest Control

- Contact Spraying – using compact pressure sprayer containing insecticides spray solutions with either contact or residual actions, surface spraying will be conducted on infested and general areas where there is only minimal danger of contamination. ( Submit List of chemicals to be used )
- Rodent Control – installation of traps and placement of ant-coagulants in secluded areas. ( Submit List of chemicals to be used )
- Thermal Fogging – fogging the surroundings and premises of the PCCH Building with high knockdown insecticides carried in oil be performed once a week. ( Submit list of chemicals to be used for particular locations )
- Misting of Offices – misting of offices of the entire PCCH Building with fast knockdown and long residual action shall be treated once a week. ( Submit list of chemical to be used )
- Gel Bait Application – as a complimentary treatment method, gel baits will be placed on heavily infested areas. In spray banned areas, gel baits are most as effective as any other treatment procedures mode for control of cockroaches and crawling insects. ( Submit list of chemical to be used )
- Pest control treatment of cockroach, mosquitoes, flies and other crawling and flying insect; rat and mice control.
- Residual Insecticidal Spraying (Thermal Fogging/Misting) weekly spray all floor drains at kitchen area, bathrooms, store rooms, conference rooms, ornamental plants and other areas where drain pose a potential harbourage. Must be odourless and non-staining.
- Application of insecticide in places and areas where insects/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides of furniture and appliances.
- Application of insecticidal bait/gel near harbourage and aggregation areas, such as corners of movement, electrical wirings, telephone apparatus, etc. using advanced and delivery system gel abatement.
- General survey and thorough inspection of the entire premises to determine the location of other unforeseen breeding sites of flying insects.
- Spraying/ misting of larvicides areas where mosquitoes including adult flies and other small flying insects take refuge, and immediate cleaning of office furniture and equipment that were affected by the chemicals/solutions used in spraying/misting.



## **SAFETY MEASURES IN THE USE OF PESTICIDE and TERMITICIDE CHEMICALS/ SOLUTIONS:**

1. Chemicals/solutions to be used by the Supplier must be approved by the Food and Drug Administration (FDA).
2. The Supplier shall ensure that all chemicals/solutions to be used shall not pose as a health hazard to the patients and employees of the building.
3. The Supplier shall follow all safety precautions in the application and handling of all pesticide and termiticide chemicals/solutions or baiting system.
4. The Supplier shall ensure that all rooms and office areas, including floorings, walls, office furniture and fixtures, etc., will have no stain or marks or droplets of chemicals/solutions used.

## **REPORTS:**

Submission of a **monthly** accomplishment report to Pasig City Children's Hospital Admin Office, Facilities Management Section Head and Procurement Materials Management Section Head, indicating therein the areas that were treated, duly confirmed/acknowledged by the Pasig City Children's Hospital representative present during the treatment.

## **REQUIREMENTS:**

1. Service Provider / Contractor must be Licensed Pest Control Operator
2. Service Provider / Contractor must be at least three (3) years in this field of business.
3. Must comply with the eligibility requirements set forth by the Bids and Awards Committee (BAC).
4. Must conduct first inspection of the building prior to the submission of bids to BAC.
5. Must Secure a Certificate of Inspection from the Facility Management Section.

## **DELIVERY TERMS: Monthly Basis**

The Service Provider shall start the preventive maintenance services ten (10) days after receiving the Notice to Proceed (NTP) and thirty (30) days of each service but not to exceed on **December 31, 2024**


## **PAYMENT TERMS:**


Payment shall be made after the completion of each service provided.

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**Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:**

- 1. Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- 2. PhilGEPS Registration Number**
- 3. Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).  
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
  - Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4.** Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
- 5. Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

**ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**


All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.


The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, 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.

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For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

SGD

**ATTY. BEA THERESE P. VILLANUEVA**  
Officer in Charge, Procurement Management Office

**I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.**

**Conforme:**

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


\_\_\_\_\_  
**Position**


Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
**(Please indicate Company Name)**

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