

REQUEST FOR QUOTATION

Procurement of Pest Control Supplies and Services for PCC

P.R. No./Date Received: **2022-02-0045 / 21 February 2022**

RFQ/P No. / Date: **2022-03-0045 / 03 March 2022**

The Philippine Competition Commission invites all eligible suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.


Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- **Mayor's/Business Permit**
- **PhilGEPS Registration Number**
- **Latest Income/Business Tax Return**
- **Notarized Omnibus Sworn Statement (may be submitted prior to issuance of NOA)**
- **Signed Terms of Reference**
- **Requirements indicated under Item II of the Terms of Reference**

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to **npitalano@phcc.gov.ph** or **procurement@phcc.gov.ph** on or before **09 March 12:00 NN** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.

Very truly yours,



ROMMEL R. OIRA
Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1	1	₱ 100,000.00	Procurement of Pest Control Supplies and Services for PCC		
			Requirements indicated in the attached Terms of Reference		
Total ABC		₱ 100,000.00	TOTAL Amount		
Instructions:			See attached Terms of Reference		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____



TERMS OF REFERENCE

Procurement of Pest Control Supplies and Services for the Philippine Competition Commission

I. RATIONALE

The Philippine Competition Commission (PCC) was created by virtue of Republic Act No. 10667, otherwise known as the Philippine Competition Act. It is an independent quasi-judicial body mandated to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

To support the delivery of this mandate, the General Services Division of the Administrative Office (“End-user”) provides and maintains a sanitized working environment for the PCC employees and its stakeholders. Thus, the services and supply of a qualified pest control provider (“Service Provider”) is engaged by the Procuring Entity.

II. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider must meet all the requirements set by the Government Procurement Reform Act (R.A. 9184) to be eligible to participate in the procurement.

The Service Provider must be an established pest control marketing and distribution company with *at least three (3) years of experience* in the business of pest control services and shall submit the following documents:

- a. **Certificate of Satisfactory Services Rendered (“CSSR”)** from at least three (3) previous clients;
- b. **Certificate of completion** of trainings/seminars of Service Technicians related to the service to be provided; and
- c. **List** of chemical products to be used with certifications under Section III.3. b or equivalent.

III. SCOPE OF SERVICES

The Service Provider shall provide pest control services and supplies for the PCC and shall undertake the following:



1. General Pest Control Treatment (“PCT”)

The Service Provider shall identify, inspect and treat all known and accessible harborage areas within the PCC premises. Pests that need to be treated are **cockroaches, ants, flies, mosquitoes and rodents only** .

2. Treatment Method

The following methods shall be implemented:

- a. **Mist spraying** – applicable in the elimination of flying insects
- b. **Residual/surface spraying** – applicable in the elimination of crawling and flying insects that come into contact of the treated surfaces
- c. **Gel baiting** – applicable in the elimination of crawling insects that consume the bait
- d. **Mechanical traps** (inclusive of baits) **and glue boards** – applicable in the elimination of rodents

3. Chemicals, Equipment and Manpower for Pest Control

- a. The Service Provider shall provide and use necessary chemicals and equipment that are safe to humans, non-damaging to PCC documents, property & equipment and ensure effective treatment and elimination of the identified Pests.
- b. The chemical products shall be in compliance with industry standards such as, but not limited to:
 1. Hazard Analysis and Critical Control Point (HACCP) Certification
 2. World Health Organization Pesticide Evaluation Scheme (WHOPES) Endorsement
 3. Food and Drug Administration (FDA) Certification
- c. The Service Provider shall provide a team consisting of **at least two (2) certified service technicians** during the conduct of the PCT.

4. Documentation

The Service Provider shall submit the following:

- a. **Certification** of service technicians to assigned in conducting the PCT.
- b. **Product Specifications** and/or **Safety Data Sheet** of pesticides to be used for approval by the End-user representative/s prior to the conduct of the PCT.
- c. **Technical or Service Accomplishment Report** indicating the treatment method as specified in Section III.2.
- d. **After Service or Post-inspection Report** with recommendations to help control and minimize re-infestation in the PCC premises.

IV. WORK SCHEDULE

The Service Provider shall conduct the PCT **on a monthly basis and during Saturdays from 1:00PM onwards only**. Prior to the conduct of PCT, the Service Provider shall submit the following documents to the End-user at least five (5) working days before the conduct of the PCT:

- a. Work Permit (form to be provided by the End-user representative/s)
- b. Job Hazard Analysis
- c. Manpower and Equipment List

V. PAYMENT SCHEME / TERMS OF PAYMENT

The End-user shall pay the Service Provider on a monthly basis within fifteen (15) calendar days upon receipt of the following:

- a. Statement of Account / Billing Statement
- b. Technical or Service Accomplishment Report
- c. After Service or Post-inspection Report
- d. CSSR issued by the PCC Administrative Office

VI. APPROVED BUDGET FOR THE CONTRACT (“ABC”)

The ABC for this procurement is **One Hundred Thousand Pesos Only (Php 100,000.00)**, inclusive of all applicable government taxes, fees, charges and other miscellaneous expenses subject to the usual budgeting, accounting, and auditing rules and regulations.

VII. CONTRACT DURATION

The contract shall be in effect for a period of **ten (10) months, reckoning from the conformed date of the Job Order until December 2022.**

VIII. SERVICES WARRANTY

The Service Provider shall perform the scope of services as listed in Section III of this TOR in accordance with best industry practices and standards. In any case that pest problems developed within ten (10) days, the Service Provider shall perform the necessary corrective actions immediately, preferably the next Saturday from discovery, at no additional costs to PCC.

IX. PENALTIES / LIQUIDATED DAMAGES


In case the Service Provider refuses or fails to satisfactorily complete the work within the specified contract time plus any time extension as requested and duly granted is hereby in default under the contract, the amount of the liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1.00%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10.00%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it.

X. DISPUTE RESOLUTION

- A. 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 Quezon City.

- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and
- C. Any amendment or additional terms and conditions to the contract must be in writing, signed and acknowledged by the Parties.

Recommended for Approval:


ROMMEL R. OIRA
Chief Administrative Officer
General Services Division


JESON G. DE LA TORRE
Director IV
Administrative Office

CONFORME:
_____ Name of Service Provider / Company
_____ Signature of Authorized Representative
_____ Designation
_____ Date