



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

ENGAGEMENT OF SERVICES FOR PEST CONTROL

11 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **two (2) months services for pest control treatment for common pests and rodents in the NPC Offices.**

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **4:00 P.M., 16 November 2020.**


The service providers/suppliers must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number; and
3. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head


Digitally signed by
Tana-Caguia Krishna
Aira Angeles
Date: 2020.11.10
14:32:25 +08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
National Privacy Commission
(02) 8234-2228 loc. 127



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NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				(Php 30,000.00) <i>two (2) months contract</i>		
				Unit Price	Total	
	lot	1	<p><i>NOTE: Please refer to the attached Terms of Reference</i></p> <ol style="list-style-type: none"> 1. Coverage 2. Scope of work 3. Warranty/guaranty 4. Contractor qualification 			
TOTAL						

Instruction to bidders.

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within ten (10) days from its issuance.
- VI. Monthly payment upon receipt of billing invoice.

CONFORME: _____
 (Name of Supplier/Provider/Date)

BY: _____
 (Name/Position/Signature of Representative/Date)



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TERMS OF REFERENCE
General Pest Control

1. COVERAGE

The project covers general pest control and maintenance of the National Privacy Commission (NPC) Office located at the 5th floor, Delegation Bldg., Philippine International Convention Center, Pasay City.

2. DURATION

The program will cover two (2) months starting from the issuance of Notice of Award.

3. Approved Budget for the Contract: P 30,000.00

4. SCOPE OF WORK

The CONTRACTOR shall provide the NPC the following services as stipulated:

- 4.1 To conduct thorough survey and inspection of its premises to pinpoint pest infestations such as rodents, flies, mosquitos, cockroach etc.
- 4.2 Provision of treatment for the pests identified during survey and inspection and installation of control mechanisms for pest exclusion and prevention.
- 4.3 Monthly pest treatment, monitoring and assessment of the National Privacy Commission Office, its premises for signs of infestation.

5. WARRANTY/GUARANTY

- 5.1 Contractor shall, conduct treatments every last Saturday of the month and provide service and maintain general pest control for the National Privacy Commission Office;
- 5.2 The contractor shall provide all the materials/chemicals and other supplies needed for the pest control program;
- 5.3 All treatment shall be guaranteed for a period of one (1) year.

6. TERMS OF PAYMENT

Monthly payments upon receipt of billing invoice.

7. The Contractor Qualification

5th Floor, Ang Kiukok Hall, PICC Delegation Building, PICC Complex, Roxas Boulevard Manila 1307
URL: <http://privacy.gov.ph> Email Add: info@privacy.gov.ph

A handwritten signature in blue ink is located at the bottom center of the page, below the contact information.



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- 7.1 The Contractor shall submit the latest business permit showing that its primary business is pest control services and be at least five (5) years experience in the business.
- 7.2 The Contractor shall submit its PhilGEPS Registration Number.
- 7.3 The Contractor shall submit the latest Accreditation Certificate from the Philippine Federation of Pest Management Operators Associations' Inc. (PFPMOA) and Latest Training Certificate of Pest Control Technicians from (PFPMOA).
- 7.4 The Contractor Shall provide Certificate of Product Registration of pesticides to be used in the National Privacy Commission Office from the regulating Body which is the Food and Drug Administration (**FDA**) and Material Safety Data Sheet (**MSDS**) from the Distributor or Manufacturer.

Prepared by:

Sgd. 
MARIA DONABELLA A. TAVORA
SAO, Administrative Services Division

Approved by:

Sgd. 
MARIA DELIA S. PRESQUITO
Chief, Administrative Services Division