



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PEST CONTROL SERVICES
(APP Item No. 2023-0020)

03 May 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PEST CONTROL SERVICES (APP Item No. 2023-0020)**. 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 **12:00NN., 10 May 2023**.

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

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. 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:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

 Digitally signed by
Medalla Joan Therese
Caragay

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format

Ref No.: BAC-23-00307

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

**TECHNICAL SPECIFICATION
PEST CONTROL SERVICES**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 330,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 1. Requirements 2. Services/Expected Output 3. Warranty/Guaranty 4. Qualification of Service Provider 5. Contract Duration 6. Payment and Delivery 			
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VI. Delivery shall be made to NPC Office at 5th Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

PEST CONTROL SERVICES
(APP Item No. 2023-0020)

I. BACKGROUND

Pests such as *fleas, rodents, cockroaches, rats and mosquitoes* are among the identified hazards that have harmful effects on human health and may cause damage to properties such as IT equipment that may interrupt the daily operations of the Commission.

As the division responsible for the maintenance of the NPC office including the health and sanitation of the workplace environment, the Administrative Services Division (ASD) intends to procure **Pest Control Services** that will determine the source and severity of the infestation and apply the necessary treatment plan that is both safe and eco-friendly.

The purpose of the conduct of pest control is to minimize the pests' infestation, prevent cost of repairs for damaged NPC properties as well as to safeguard the health of our employees and visitors from the potential health hazards brought by the pests.

II. OBJECTIVES

This proposal covers the procurement of pest control services for the maintenance of National Privacy Commission (NPC) Offices located at the 5th Floor and 4th Floor, Delegation Building, Philippine International Convention Center (PICC), Pasay City.

III. SCOPE OF WORK

1. REQUIREMENTS

A. Before submission of Quotation, the bidders/ service provider shall:

- **Conduct thorough survey and inspection** of the following NPC premises to pinpoint pest infestations such as *rodents, flies, mosquitos, cockroach, ants, mites, bugs, etc.*:

5th Floor

East Wing	:	799.28 sqm
Glass Enclosed Area	:	114.43 sqm
West Wing	:	772.07 sqm
Total	:	1,685.78 sqm

4th Floor

Summit Hall Lounge :	387.99 sqm
Glass Enclosed Area :	114.43 sqm
Total :	502.42 sqm

- **Submit a Comprehensive Pest Control Proposal with treatment/work plan to reduce and prevent the pest infestations identified during survey and inspection as attachment to the quotation.**
- **Present the proposed treatment/workplan to the Finance and Administrative Office and ASD concerned personnel for evaluation of proposals.**
- **The ASD, as approved by FAO, will submit an evaluation of bidders/suppliers to the Bids and Awards Committee for consideration of their technical assessment prior awarding.**

B. After awarding and issuance of Purchase Order/Notice to Proceed, the winning bidder/ service provider shall submit the comprehensive treatment/workplan to the ASD for approval.

C. Treatment service should be twice a month or more, as deemed necessary.

2. SERVICES/ EXPECTED OUTPUT:

Procedures of treatment:

a. Before Pest Control Services:

- The Service provider shall secure a job order from PICC thru the ASD and submit any documents necessary as required by the PICC.
- Shall cover all electrical outlets including behind computers and machines in offices and other premises.
- Shall be done during weekends (*Saturdays and Sundays*) or holidays as agreed upon by the Supplier and ASD.

b. During Pest Control Services:

- The Service provider shall ensure compliance with oversight agencies requirement in case of state of public health emergencies.
- All chemicals/materials to be used should be safe and eco-friendly
- Essential pest control equipment, machines and tools to be used are of high quality, complete and ready.

c. After Pest Control Services:

- Shall submit a written report monitoring/assessment of pest infestations every after two (2) successful pest control treatments including the recommended treatment plan to NPC thru ASD, if in case that the current method applied is not effective.
- Shall submit a written report to ASD on the findings, treatments and recommendations made during the visit, inspection and conduct of pest control signed and acknowledged by the ASD staff monitoring such activities.

3. WARRANTY/GUARANTY

The service provider shall ensure/provide the following:

Reference No.: ASD-23-00481

NPC_BAC_SOW-S-V1.0, R0.0, 25 January 2022

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

- Ensure that all areas within the NPC office premises are treated:

5th Floor

East Wing	:	799.28 sqm
Glass Enclosed Area	:	114.43 sqm
West Wing	:	772.07 sqm
Total	:	1,685.78 sqm

4th Floor

Summit Hall Lounge	:	387.99 sqm
Glass Enclosed Area	:	114.43 sqm
Total	:	502.42 sqm

- Treatment shall be guaranteed commencing **15 May 2023 until 31 December 2023 or until funds are exhausted, whichever comes first.**
- Provide all the **equipment, materials/chemicals and other supplies** needed for the pest control services.
- Certify that all pest control technicians assigned at NPC is skilled, well-trained and honest.

IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the following:

- Latest Accreditation Certificate from the Philippine Federation of Pest Management Operators Association's Inc. (PFPMOA) and latest Training Certificate of Pest Control Technicians from PFPMOA.
- Certificate of Product Registration of pesticides to be used in the National Privacy Commission Office from the Food and Drug Administration (FDA) and Material Safety Data Sheet (MSDS) from the Distributor or Manufacturer.
- Certification issued by at least three (3) clients attesting to the satisfactory services rendered by the Service Provider.

V. CONTRACT DURATION

The engagement shall commence 15 May 2023 until 31 December 2023 or until funds are exhausted, whichever comes first.

VI. PAYMENT AND DELIVERY

a. Delivery:

- Services shall commence 15 May 2023 to 31 December 2023 or until funds are exhausted, whichever comes first; and
- Treatment shall be done at least twice a month or more as deemed necessary and agreed upon by the ASD and the Service Provider.

b. Payment for the services rendered will be processed upon issuance of **Certificate of Acceptance of Output by the Chief, ASD and receipt of the following:**

- Billing statement
- Treatment Service Report (*every after treatment*)

The contract shall be completed on or before 31 December 2023 or until funds are exhausted, whichever comes first.

VII. MODE AND NATURE OF PROCUREMENT

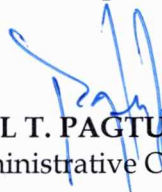
This shall be procurement of Service to be procured using alternative method through Negotiated Procurement - Small Value Procurement.

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : NPC FY 2023 Annual Procurement Plan (APP Item No. 2023-0020)

Approved Budget for the Contract : Three Hundred Thirty Thousand Pesos Only (Php 330,000.00)

Prepared by:



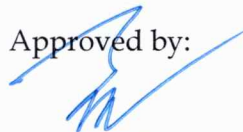
JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Recommending Approval:



MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:



ATTY. MANUEL C. SATUITO
Director IV, FAO