



REQUEST FOR QUOTATION

PEST CONTROL SERVICES (APP Item No. 2024-0027)

01 March 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PEST CONTROL SERVICES** under (APP Item No. 2024-0027). 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 **05:00 PM., 07 March 2024**.

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

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current PhilGEPs Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Latest Accreditation Certificate from the Philippine Federation of Pest Management Operations Association's Inc. (PFPMOA) and latest Training Certificate of Pest Control Technicians from PFMOA;
5. 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;
6. Certification issued by at least three (3) clients attesting to the satisfactory services rendered by the Service Provider; and
7. 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 Mendoza Ma
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
Head, BAC Secretariat
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.**

**SCOPE OF WORK
PEST CONTROL SERVICES**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 192,000.00)		Compliance (Manifest your compliance by <u>writing</u> "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 <ul style="list-style-type: none"> Conduct thorough survey and inspection. <ul style="list-style-type: none"> 5th Floor 4th Floor <i>"See attached Scope of Work for the description"</i>			
			<ul style="list-style-type: none"> Comprehensive Pest Control proposal with treatment work plan <i>"See attached Scope of Work for the description"</i>			
			<ul style="list-style-type: none"> Treatment service should be twice a month or more, as deemed necessary 			
			2. Services/Expected Output			
			<ul style="list-style-type: none"> Before Pest Control Services <i>"See attached Scope of Work for the description"</i>			
			<ul style="list-style-type: none"> During Pest Control Services <i>"See attached Scope of Work for the description"</i>			
			<ul style="list-style-type: none"> After Pest Control Services <i>"See attached Scope of Work for the description"</i>			
			3. Warranty <ul style="list-style-type: none"> Ensure that all areas within the NPC office premises are treated <ul style="list-style-type: none"> 5th Floor 4th Floor <i>"See attached Scope of Work for the description"</i>			
			4. Contract Duration <p>The engagement shall commence form receipt of the Notice to Proceed to 31 December 2024 or until funds are exhausted, whichever comes first</p>			
5. Payment and Delivery Terms <ul style="list-style-type: none"> Treatment shall be done at least twice a month or more as deemed necessary and agreed upon by the ASD and the Service Provider Payment for the service rendered will be processed upon issuance of CAO, Billing Statement and Treatment Service Report (every after treatment) 						
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 schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

(Name of Supplier/Provider/Date)

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____
Page No. _____
Book No.: _____
Series of 20 _____



SCOPE OF WORK SERVICE

PEST CONTROL SERVICES (APP Item No. 2024 - 0027)

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:

- 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 from receipt of **Notice to Proceed to 31 December 2024 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.
- In case pest problems arise within 10 days from date of performance, the service provider shall perform necessary corrective measure, at no additional expense from NPC

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 from receipt of the Notice to Proceed to 31 December 2024 or until funds are exhausted, whichever comes first.

VI. PAYMENT AND DELIVERY

a. Delivery:

- i. Services shall commence from receipt of Notice to Proceed to 31 December 2024 or until funds are exhausted, whichever comes first; and

- ii. 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 2024 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 : FY2024 Current Appropriations- General
Appropriations Act of 2024
(APP Item No. 2024-0027)

Approved Budget
for the Contract : One Hundred Ninety-Two Thousand Pesos Only
(Php192,000.00).

Prepared by:


AIZZA CZARINA P. AGUILA
Administrative Assistant VI, ASD

Recommending Approval:


JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Approved by:


MARLON RUBEN N. FABRICANTE
Chief ASD and OIC-Director IV, FAO
(*per Privacy Commission Special Order No. 002 s. 2024*)