



## REQUEST FOR QUOTATION

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

22 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., 01 April 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 attachments<sup>1</sup>;
4. Valid License to Operate for Pest Control Operators issued by Food and Drug Administration (FDA);
5. Latest Accreditation Certificate from any Pest Control Association/Organization accredited by the FDA with Training Certificates coming from the FDA Accredited Pest Control Association/Organization Trainors;
6. 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;
7. Certification issued by at least three (3) clients attesting to the satisfactory services rendered by the Service Provider; and
8. 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](mailto: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,

**ATTY. MA. JOSEFINA E. MENDOZA**

Head, BAC Secretariat

National Privacy Commission

<sup>1</sup> **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 writing "COMPLY" in every item)
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Scope of Work" for:</li> </ul>			
			<p><b>1. Requirements</b></p> <ul style="list-style-type: none"> <li>• Conduct thorough survey and inspection.               <ul style="list-style-type: none"> <li>- 5<sup>th</sup> Floor</li> <li>- 4<sup>th</sup> Floor</li> </ul> </li> <li>"See attached Scope of Work for the description"</li> <li>• Comprehensive Pest Control proposal with treatment work plan</li> <li>"See attached Scope of Work for the description"</li> </ul>			
			<p><b>2. Services/Expected Output</b></p> <ul style="list-style-type: none"> <li>• <b>Before Pest Control Services</b> "See attached Scope of Work for the description"</li> <li>• <b>During Pest Control Services</b> "See attached Scope of Work for the description"</li> <li>• <b>After Pest Control Services</b> "See attached Scope of Work for the description"</li> </ul>			
			<p><b>3. Required Frequency/Schedule and Expenses</b></p> <ul style="list-style-type: none"> <li>• Treatment shall be done at least twice a month or more as deemed necessary with an average expense of Php8,000.00 per treatment</li> <li>• Treatment service should be conducted during weekends (Saturday and Sundays) or during holidays as may be agreed upon by the service provider and ASD</li> <li>"See attached Scope of Work for the description"</li> </ul>			
			<p><b>4. Warranty/Guaranty</b></p> <ul style="list-style-type: none"> <li>• Ensure that all areas within the NPC office premises are treated               <ul style="list-style-type: none"> <li>- 5<sup>th</sup> Floor</li> <li>- 4<sup>th</sup> Floor</li> </ul> </li> <li>"See attached Scope of Work for the description"</li> </ul>			
			<p><b>5. Contract Duration</b> "See attached Scope of Work for the description"</p>			
<b>TOTAL</b>						

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, 5<sup>th</sup> 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]*

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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

### 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. To eliminate or minimize these hazards, the Administrative Services Division (ASD) which is responsible for the maintenance of the National Privacy Commission (NPC) office including the health and sanitation of the workplace environment intends to procure Pest Control Services to determine the source and severity of the infestation and apply safe and eco-friendly treatment.

#### II. OBJECTIVES

To procure pest control services for the maintenance of sanitation within NPC Offices located at the 5<sup>th</sup> Floor and 4<sup>th</sup> Floor, Delegation Building, PICC, Pasay City and to safeguard the health of our employees and visitors from the potential health hazards brought by the pests.

#### III. SCOPE OF WORK

##### 1. Required Prefatory Activities

- a. Upon award and issuance of Purchase Order/Notice to Proceed, the service provider shall conduct and submit the following:
  - i. Conduct thorough survey and inspection of the following NPC premises to pinpoint pest infestations such as rodents, flies, mosquitos, cockroach, ants, mites, bugs, etc.:

##### 5<sup>th</sup> Floor

East Wing	:	799.28 sqm
Glass Enclosed Area	:	114.43 sqm
West Wing	:	772.07 sqm

##### 4<sup>th</sup> Floor

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

- ii. Submit a Comprehensive Pest Control Proposal with treatment/work plan to reduce and prevent the pest infestations, identified during survey and inspection, to the ASD for approval.

## 2. Required Procedures During Actual Treatment and Expected Output

- a. Before Pest Control Services:
  - i. The Service provider shall secure a job order from PICC thru the ASD and submit any documents necessary as required by the PICC.
  - ii. Shall cover all electrical outlets including behind computers and machines in offices and other premises.
- b. During Pest Control Services:
  - i. The Service provider shall ensure compliance with oversight agencies requirement in case of state of public health emergencies.
  - ii. All chemicals/materials to be used should be safe and eco-friendly
  - iii. Essential pest control equipment, machines and tools to be used are of high quality, complete and ready.
- c. After Pest Control Services:
  - i. 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.
  - ii. 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. Required Frequency/Schedule and Expense

- a. Treatment service should be conducted twice a month or more, as deemed necessary with an average expense of Php8,000.00 per treatment thus may be lower or higher depending on the degree/severity of the infestation.
- b. Treatment service should be conducted during weekends (Saturdays and Sundays) or during holidays as may be agreed upon by the service provider and ASD.

## IV. WARRANTY/GUARANTY

The service provider shall warrant/ensure the following:

1. The following office premises are treated:

### 5<sup>th</sup> Floor

East Wing	:	799.28 sqm
Glass Enclosed Area	:	114.43 sqm
West Wing	:	772.07 sqm
<b>Total</b>	:	<b>1,685.78 sqm</b>

### 4<sup>th</sup> Floor

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

Total : 502.42 sqm

2. The provision of applicable and sufficient **equipment, materials/chemicals and other supplies** needed for the pest control services.
3. The conduct of necessary corrective measure, at no additional expense from NPC in case pest problems arise within 10 days from date of performance.

#### V. QUALIFICATION/REQUIREMENT OF/FROM THE SERVICE PROVIDER

The service provider shall have and can submit the following:

1. PhilGEPS Registration
2. Mayor's/Business permit
3. Omnibus Sworn Statement
4. Valid License to Operate for Pest Control Operators issued by Food and Drug Administration (FDA)
5. Latest Accreditation Certificate from any Pest Control Association/Organization accredited by the FDA with Training Certificates coming from the FDA Accredited Pest Control Association/Organization Trainors.
6. Certificate of Product Registration of pesticides to be used in the National Privacy Commission Office from FDA and Material Safety Data Sheet (MSDS) from the Distributor or Manufacturer.
7. Certification issued by at least three (3) clients attesting to the satisfactory services rendered by the Service Provider.

#### VI. CONTRACT DURATION

The engagement of the service shall commence from receipt of the Notice to Proceed and be completed on 31 March 2025 or until the funds are exhausted, whichever comes first.

#### VII. PAYMENT AND DELIVERY

##### 1. Delivery:

- a. The delivery of services or actual treatments shall be conducted at least twice a month which shall commence from receipt of Notice to Proceed until 31 March 2025 or until funds are exhausted, whichever comes first.

##### 2. Payment:

- a. Payment for the services will be processed upon issuance of **Certificate of Acceptance of Output by the Chief, ASD** and receipt of the following:
  - i. Billing statement
  - ii. Treatment Service Report (*every after treatment*)

#### VIII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service and the mode of procurement shall be **Alternative Mode through Negotiated Procurement- Small Value Procurement.**



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

Source of Fund : General Appropriations Act (GAA) FY2024  
NPC Annual Procurement Plan FY 2024  
(APP Item No. 2024-0027)

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


Prepared by:

  
**JOHN WAYNE A. MENDOZA**  
*Administrative Officer II, 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)