



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Termite Control Services*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "*Termite Control Services*"
- Approved Budget for the Contract** : Two Hundred Seventy Five Thousand Pesos (Php275,000.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : See the attached Schedule of Requirements
- Contract Duration** : One (1) year

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Certificate, Statement of Compliance, Schedule of Requirements, Omnibus Sworn Statement, and price quotation form (Annex "A").

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **February 24, 2017** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 791-2000 local 3115.

Very truly yours,


ATTY. ANDREA CELENE M. MAGTALAS
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano St.,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Termite Control Services	Termite Control Preventive Maintenance for one (1) year (Please see attached Technical Specifications)	1 lot		
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative_____
Name of Company_____
Contact No.

TECHNICAL SPECIFICATIONS

ITEM	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	<p>Comprehensive Termite Control Treatment of all covered areas as follows:</p> <ol style="list-style-type: none"> 1. Building I – 1,256.85 sq. m. with 113 LM perimeter Building II – 2,880 sq. m. with 230 LM perimeter Building III – 2,692 sq. m. with 154.64 LM perimeter Multi Purpose Building (MPB) - 656.4 sq. m. with 102.7 LM perimeter 2. Termite Control Treatment <ol style="list-style-type: none"> 1.1 Thorough inspection of the area to pinpoint termite colonies, if any. 1.2 Supply, delivery, installation of indoor and outdoor baiting system/stations. Location of which shall be determined by AS-GSD. <p align="center">Distribution as follows:</p> <p align="center">Building I – 12 units Building II – 24 units Building III – 12 units MPB – 8 units</p> <p>The baiting stations shall be interior wall mounted or underground as may be determined by the DBM Building and Grounds Supervisor.</p> 1.3 Conduct of monthly inspection/maintenance services, including immediate replacement of baiting chemical/solution, whenever necessary. 1.4 The baiting chemical/compound/substance/material shall be at least 5 years in the Philippine market and shall be installed in accordance with the manufacturer's recommendations. 1.5 The baiting system must be available to eliminate/control all types of termite common to the Philippines. 	

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2.	<p>Safety Measures in the use of Pesticide Chemicals/Solutions/Bait</p> <ol style="list-style-type: none"> 1. Chemicals/solutions to be used by the Supplier must be approved by the Food and Drug Administration FDA). 2. The Supplier shall ensure that all chemicals/solutions to be used shall not pose as a health hazard to the occupants of the building. 3. The Supplier shall follow all safety precautions in the application and handling of all pesticide and termicide chemicals/solutions. 4. The Supplier shall ensure that all office areas, including floorings, walls, office furniture and fixtures, etc., will have no stain marks or droplets of chemicals/solutions used. 	
3.	<p>Inspection of Chemicals/Solutions to be Used</p> <p>In every treatment to be conducted by the Supplier, the chemicals/solutions to be used shall be subject to prior inspection and approval of the AS-GSD.</p>	
4.	<p>Reports</p> <p>Submission of a monthly accomplishment report/checklist to AS-GSD indicating therein the areas that were treated and monitored, duly confirmed/acknowledged by the DBM representative present during the treatment.</p>	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

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SCHEDULE OF REQUIREMENTS

ITEM	SCHEDULE OF REQUIREMENTS	DELIVERY DATE (DBM Buildings 1, 2, 3 and Gym)
1.	<p>Comprehensive Termite Control Treatment</p> <p>1. General treatment of the infestation inside the building by installation of indoor above-ground and underground termite baiting system/station. Location of which shall be determined by AS-GSD during implementation.</p> <p>2. Monitoring of baiting stations and replacement of baiting chemicals if necessary.</p>	<p>Within 7 days upon receipt of NTP</p> <p>Monthly</p>
2.	<p>Inspection of Chemicals/Solutions to be Used</p> <p>In every treatment to be conducted by the Supplier, the chemicals/solutions to be used shall be subject to prior inspection and approval of the AS-GSD.</p>	<p>As necessary</p>
3.	<p>Reports</p> <p>Submission of a monthly accomplishment report to AS-GSD indicating therein the areas that were treated and monitored, duly confirmed/ acknowledged by the DBM representative present during the treatment</p>	<p>Monthly</p>

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

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Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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: I am 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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of

execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____