



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

REQUEST FOR QUOTATION

No. 25-014

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Pest and Termite Control Management"** for FY 2025 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** 04 MAR 2025, 2:00 PM at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2025 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms) and Income/Business Tax Return (for ABC's above Php 500k)**¹ within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation².

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at eestipona@dbm.gov.ph

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹ Manually filed tax returns or filed through the EFPS

² Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____



Name of Company: _____

Address: _____

Name of Store/Shop: _____



Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

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

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if the item being offered is for free.
2. Bidders must state **"Comply"** or any equivalent term in the column **"Bidder's Statement of Compliance"** against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Pest and Termite Control Management					
A	Qualifications of the Service Provider (See attached Annex "C" [Detailed Technical Specifications], item 3.0)	1 lot			
B	Scope of Work (See attached Annex "C" [Detailed Technical Specifications], item 4.0)				
C	Submission of Accomplishment Report (See attached Annex "C" [Detailed Technical Specifications], item 5.0)				

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

SCHEDULE OF REQUIREMENTS

Item	Description	Delivery Date	Bidder's Statement of Compliance
Pest and Termite Control Management			
A	The Service Provider must submit a definite work plan for the duration of the contract in the prescribed format of the AS-GSD	Within seven (7) calendar days upon receipt of the Notice to Proceed (NTP)	
B	General Pest Control <p>A. Flying and Crawling Insects/Pests</p> <p>a. Residual insect management pesticide services to eradicate nuisance insect pests</p> <p>b. Spray treatment for cracks and crevices, undersides of furniture and appliances</p> <p>c. Misting of hallways, ornamental plants and other facilities</p> <p>d. Thermal fogging of hallways, ornamental plants and other facilities</p> <p>e. Placement of insecticidal bait/gel in all pantry, DBM Canteen, Executive Lounge area, all Comfort room/stockroom and electrical room areas</p> <p>f. Application of larvicide on stagnant water (breeding sources of flying insects)</p>	<p>Within five (5) calendar days upon the approval of work plan</p> <p>Twice a month or more as necessary</p> <p>Twice a month or more as necessary</p> <p>Weekly</p> <p>Twice a month or more as necessary</p> <p>Monthly</p> <p>Monthly</p>	

	<p>B. Rodents (Rats and Mice)</p> <p>a. Install rodent glue/sticky traps, trip cage traps and other mechanical traps in locations that serve as entry point/access for rodents</p> <p>b. Installation of mapped and numbered pitch-fiber baiting stations</p> <p>c. Rodent trap inspection</p>	<p>Weekly</p> <p>Twice a month or more as necessary</p> <p>Weekly</p>	
C	<p>Termite Control</p> <p>A. General treatment of the infestation inside the building by installation of indoor above-ground and underground Termite baiting system/station such as but not limited to Soil poisoning, trenching/injection, spot treatment of cracks/crevices and wooden areas. Location of which shall be determined by Administrative Service - General Services Division (AS-GSD) during implementation</p> <p>B. Monitoring of baiting stations, replacement of baiting chemical and spot treatment, if necessary</p>	<p>Within five (5) calendar days upon the approval of work plan</p> <p>Monthly</p>	
D	<p>Inspection of Chemicals/Solutions to be used</p> <p>For every scheduled treatment, the Service Provider shall present the chemicals/solutions to be used, for prior inspection and approval of the AS-GSD</p>	As necessary	
E	<p>Submission of Accomplishment Report</p> <p>The Contractor shall submit accomplishment report together with pest and termite management checklist forwarded to the AS-GSD</p>	Within five (5) calendar days after the conduct of each activity	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Eight Hundred Thousand Pesos only (Php 800,000.00)	In words:

	In figures:

PAYMENT DETAILS	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice an upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Administrative Service-General Services Division (AS-GSD), as the End-user Unit, prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.**
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.

13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:
- a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of Award and Acceptance;
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:



Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

DETAILED TECHNICAL SPECIFICATIONS

1. Title

Pest and Termite Control Management

2. Objective

To eradicate and/or control pest and termite infestation in the DBM Central Office premises through massive treatment of highly experienced Pest Control Technicians with the supervision of a Certified Pesticide Applicator.

3. Qualifications of the Service Provider

3.1. Licenses/Certifications

- 3.1.1. At the commencement of contract implementation, the Service Provider shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Service Provider shall likewise comply with all pertinent laws, rules, and regulations.

3.2. Chemicals, Materials, Tools, Equipment, and Labor

- 3.2.1. Chemicals/solutions to be used by the Service Provider must be approved by the Food and Drug Administration (FDA) or the Fertilizer and Pesticide Authority (FPA). A copy of Material Safety Data Sheet (MSDS) for each chemical shall be submitted to the AS-GSD.
- 3.2.2. The Service Provider shall provide at least two (2) types of chemicals/solutions to be used in an alternating schedule.
- 3.2.3. Sprays must be odorless and non-staining.
- 3.2.4. All materials, tools, equipment, and labor needed to deliver the obligations arising from this contract shall be on the account of the Service Provider. These equipment and supplies shall be subjected to inspection by the AS-GSD on or before application.

4. Scope of Work

4.1. Submission of Work Plan

4.1.1. The Service Provider shall submit a work plan within seven (7) calendar days upon receipt of the Notice to Proceed, for approval of the Administrative Service (AS) Director. The proposed work plan shall cover a twelve (12) month contract implementation, which shall contain, among others, details of the following:

4.1.1.1. Defined pest and termite management checklist;

4.1.1.2. Copy of FDA approval for chemicals/solutions to be used;

4.1.1.3. List of personnel that will conduct the pest and termite management activity;

4.1.1.4. List of materials, tools, and equipment needed for the conduct of preventive maintenance activities; and

4.1.1.5. Safety plan.

4.1.2. The Service Provider shall commence the activities within five (5) calendar days after approval of the work plan.

4.2. Estimated Coverage Area

The Service Provider shall provide a general pest and termite control treatment and services to the following:

Location	Gross Dimensions per floor	No. of Floors
Builcing I	1,256.85 sq.m. with 113 LM perimeter	2
Building II	2,880 sq.m. with 230 LM perimeter	4 with Roofdeck
Building III	2,692 sq.m. with 154.64 LM perimeter	2
Multi-Purpose Building	656.4 sq.m. with 102.7 LM perimeter	2
Arcache Building	693.84 sq.m. with 105.56 LM perimeter	4

4.3. General Conditions

- 4.3.1. The Service Provider shall conduct a general survey and thorough inspection of the entire DBM premises to determine the location and breeding sites and colonies of all pest and termites, such as but not limited to, crawling and flying insects, including larvae, rodents, and termite. Coordinate with the AS-GSD for the schedule.
- 4.3.2. Inspection of the entire area, most particularly the kitchen area, storerooms, ceilings and other potential harborage, to determine the species of pest, their feeding habits and harborage and to check signs of infestation, including dropping, damages, urine pillars, runs, footprints, smear and nests.
- 4.3.3. Proactively coordinate with the AS-GSD for information, reports, complaints about presence, sightings, and other evidence of pests and/or termites within the DBM buildings and premises.
- 4.3.4. Immediate cleaning of office furniture and equipment that were affected by the chemical solutions used in spraying/misting.
- 4.3.5. The Service Provider shall be available 24/7 or as the need arises. They shall be in proper uniform with Identification Cards while inside the DBM premises.
- 4.3.6. Assign a Customer Service Representative or Quality Control Supervisor every schedule, without additional cost to the DBM, to ensure that contract obligations are met. They shall serve as the head coordinator with the AS-GSD.

4.4. Provision of Pest Control Management

4.4.1. Crawling Insects

- 4.4.1.1. Treatment of cockroaches, ants, and other crawling insects.
- 4.4.1.2. Residual spraying (thermal fogging/misting) on all floor drains at the kitchen area, bathrooms, storage rooms, conference rooms, ornamental plants, and in other areas where drain pose a potential harborage.

- 4.4.1.3. Application of insecticide in places and areas where insect/pest congregate, crawl, and hide, including cracks, crevices, and in the undersides of furniture and appliances.
- 4.4.1.4. Application of insecticidal bait/gel near harborage and aggregation areas, such as corners of movement, electrical wirings, telephone apparatus, using advanced and delivery system gel abatement.
- 4.4.1.5. Monitor infestations by gathering all reported sightings or complaints from every B/S/Os and common area in addition to service technicians' observation.

4.4.2. Flying Insects

- 4.4.2.1. Treatment of flies, mosquitoes, cockroaches, and other flying insects. Application of fly baits, treating of resting sites, if present, and space treatment (misting or ULV) should be performed if adult flying insects are present.
- 4.4.2.2. Spraying/misting of insecticide solution in areas inside offices where mosquitoes, including adult flies, and other small flying insects take refuge.
- 4.4.2.3. Application of larvicide on stagnant water which pose as breeding sources of flying insects.

4.4.3. Rodent

- 4.4.3.1. Control the infestation of rodents, such as but not limited to rat and mice.
- 4.4.3.2. Identification of bait stations and rodent's location map inside the DBM buildings.
- 4.4.3.3. Set-up rodenticide bait to susceptible harborage of rats/mice and installation of bait trays to identified bait stations. Use anticoagulant poison to avoid bait-shyness and outsmart the sharp instinct of rats and mice through its slow kill effect.
- 4.4.3.4. Regular replenishment of baits and determination of "bait total intake"

- 4.4.3.5. Install mechanical rat/mouse trap and glue boards where poison baits are inadmissible and where appropriate around the perimeter area of the building.

4.5. Provision of Termite Control Management

- 4.5.1. Conduct thorough inspection of the areas consist of careful visual observation of all accessible areas for the presence of mud tubes, cast-off wings, discolored or decayed wood.
- 4.5.2. Soil poisoning/perimeter treatment of the immediate adjacent areas or faces of main walls, drenching of trenches with termiticide solution of five (5) liters per linear meter.
- 4.5.3. Mound Demolition to destroy all mounds to capture the source of all subterranean termites. The area will be treated with termiticide.
- 4.5.4. Installation of indoor and outdoor baiting system to identified baiting stations, which shall be interior wall mounted or underground, as determined by the AS. The baiting system must be able to eliminate/control all types of termite common in the Philippines.
- 4.5.5. Minimum baiting system shall be installed in the following buildings, as follows:

DBM Building	No. of Baits
Building I	12
Building II	24
Building III	12
Multi-Purpose Building	12
Arcache Building	24

- 4.5.6. Treatment by direct spraying of liquid termiticidal solution infested and other wooden parts of the building, especially the floors, ceilings, and walls. Wood protectant shall be applied, if necessary, to baseboards, door jambs, ceilings, walls, and partitions, at no additional cost to the DBM.

- 4.5.7. Powder termiticides shall be applied by wood injection or through trophallaxis method to all places liable as termite passages or places where the possible signs of infestation
- 4.5.8. Immediate replacement of baiting chemical/solution on a regular interval or upon determination of the AS.

4.6. Service Standards and Condition

- 4.6.1. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.
- 4.6.2. Preparation of chemical solutions at the DBM premises will not be allowed to ensure the safety of DBM personnel and its facilities.
- 4.6.3. The Service Provider shall ensure that all office areas, including flooring, wall, office furniture and fixtures, etc. will have no stain marks or droplets of chemical/solution used.
- 4.6.4. The Service Provider shall be responsible and liable for:
 - 4.6.4.1. The cost of repair/replacement due to damages caused by its own staff to any DBM property while conducting its pest and termite management activities.
 - 4.6.4.2. Any work-related accident or illness inflicted by and to their own personnel or any DBM employee during contract implementation.

5. Submission of Accomplishment Report

Within five (5) calendar days after the conduct of each activity, the Service Provider shall submit the following to the AS-GSD:

- Accomplishment report covering all activities done by the Service Provider, including a detailed description of treatments, proofs of effectiveness of services and control interventions, and recommendations to totally eradicate pest and termite in the DBM premises; and
- Completed pest and termite management checklist
- Latest and valid Tax Clearance Certificate

The said documents shall serve as the supporting documents to the monthly invoice/billing during contract implementation.