



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email add: bafe@da.gov.ph

REQUEST FOR QUOTATION

Date: March 7, 2022

RFQ No.: 020-22

Name of Supplier / Company: _____

Address: _____

TIN: _____

The **Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (BAFE)**, through its **Bids and Awards Committee (BAC)**, intends to procure **General Pest Control and Termite Abatement Maintenance for BAFE Building** which will be undertaken in accordance with Section 53.9 (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 Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative** not later than **March 14, 2022 at 12:00 noon**.

A copy of your 2022 Mayor's/ Business Permit and PhilGEPS Registration Number/ Certificate Number are also required to be provided along with your signed quotation. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the said documents. For individuals, a BIR Certificate of Registration may be submitted in lieu of the 2022 Mayor's/Business Permit. Furthermore, Omnibus Sworn Statement (GPPB-prescribed form) for Approved Budget of Contract (ABC) above P50,000.00 and the latest Income/Business Tax Return for ABC above P500,000.00 are required to be submitted per said ABC threshold.

In observance of the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 (*Approving measures for the efficient conduct of procurement activities during a state of calamity, or implementation of community quarantine or similar restrictions*), an expired Mayor's/ Business Permit with Official Receipt of application for renewal and Unnotarized Omnibus Sworn Statement (GPPB-prescribed form) are also accepted subject to submission of 2022 Mayor's/Business permit and Notarized Omnibus Sworn Statement after award of contract but before payment.

Open quotations may be submitted manually at **BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Moreover, an electronic copy of Quotation and Certified True Copy of requirements may be submitted, but the original copy of the quotations and other documentary requirements must be submitted personally or via courier prior to award of contract.

For any clarification, you may contact us at telephone no. **(02) 8294-9741** or at bafe.procurement@gmail.com.


LOURDES C. BONIFACIO
BAC Secretariat Head





INSTRUCTIONS

1. Accomplish this RFQ correctly and completely.
2. Do not alter the contents of this form in any way.
3. 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, I/We submit our quotation for the item/s as follows:

1. Please quote your best offer for the items below. **Please do not leave any blank items. Items with no price indicated shall be considered non-compliant but specifying "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the Government.**
2. The information stated below shall be the basis for the evaluation and calculation of your quotation.

ITEM DESCRIPTION/ SPECIFICATION	QTY (A)	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (B)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxB)
General Pest Control and Termite Abatement Maintenance for BAFE Building						
General Pest Control and Termite Abatement Maintenance	1	unit	100,555.37	100,555.37		
TOTAL			---	100,555.37	---	

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

*Please see attached Terms of Reference. (Page 5 of 13)

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Thousand Five Hundred Fifty-Five & 37/100 Pesos Only (Php 100,555.37)	In words: _____ _____ _____ In figures: _____





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Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and Under Acceptance of the product. Bank Transfer shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

Signature over Printed Name

Position/Designation

Office Telephone No. / Fax No. / Mobile No.

Email address/ es





TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and complete information required in this form. ^[SEP]
2.	Price quotation/s must be valid for a period of One Hundred Twenty (120) calendar days from the date of submission of quotation. ^[SEP]
3.	Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, including delivery charges.
4.	Partial bid/s is/are allowed.
5.	Quotations exceeding the Approved Budget for the Contract shall be rejected. ^[SEP]
6.	No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
7.	Award of contract shall be made to the lowest 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. ^[SEP]
8.	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. ^[SEP]
9.	Delivery and/or Installation Period: April 1 – December 31, 2022.
10.	The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications.
11.	In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DA-BAFE 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. ^[SEP]
12.	Payment shall be made thirty (30) days after delivery and acceptance of the item (s) and upon the submission of the required supporting documents, i.e, delivery receipt and/or billing statement, by the supplier.
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 DA-BAFE shall 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. ^[SEP]





TERMS OF REFERENCE

PEST AND TERMITE CONTROL SERVICES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) CY 2022

I. BACKGROUND

The Bureau of Agricultural and Fisheries Engineering (BAFE) intends to engage the services of a licensed pest control contractor and termite exterminator for the entire BAFE Building with an approximate total floor area of 779.66 m²

II. OBJECTIVE

The purpose of Pest and Termite Control Services is to prevent any infestation of pests and termites which causes damage on property and non-structural elements of BAFE building such as but not limited to ceiling boards, door jambs, electrical outlets, non-load bearing partition wall, furniture, and equipment, etc.

III. APPROVED BUDGET FOR CONTRACT (ABC):

The Approved Budget Contract (ABC) for the procurement of Pest and Termite Control Services is amounting to **One Hundred Thousand Five Hundred Fifty-Five and 37/100 (100,555.37)**.

IV. CONTRACT DURATION:

The Contract shall be for a period of April 01, 2022, to December 31, 2022.

V. AREA DESCRIPTION OF THE VARIOUS BAFE PREMISES:

Provided below is the description of the area of the various BAFE premises which must be taken into account when conducting services:

BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING OFFICE	LOCATION	FLOOR AREA (Square Meter)
OFFICE OF THE DIRECTOR (OD)	First Floor	134.92
OFFICE OF THE ASSISTANT DIRECTOR (OAD)	First Floor	125.81
ADMINISTRATIVE AND FINANCE DIVISION & COA OFFICE (AFD & COA)	First Floor	118.80





ENGINEERING PLANS, DESIGNS, AND SPECIFICATIONS DIVISION (EPDSD)	First Floor	115.46
STANDARDS REGULATION AND ENFORCEMENT DIVISION (SRED)	First Floor	139.53
PROGRAMS AND PROJECTS MANAGEMENT DIVISION (PPMD)	Second Floor	145.14
TOTAL FLOOR AREA		779.66

VI. OBLIGATION OF THE SERVICE PROVIDER

A. Pest and Termite Services

1. The Service Provider shall furnish all labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal within the provided premises. The Pest and Termite Control Equipment includes Personal Protective Equipment (PPEs) to be worn during the activity.
2. The Service Provider shall conduct all appropriate safety measures in compliance with the IATF Health and Safety Protocols while conducting their services.
3. The Service Provider shall secure a valid License to Operate (LTO) as Pest Control Operator from FDA;
4. The Service Provider shall have at least two (2) years of experience in the field of Pest Control Services;
5. The Service Provider shall conduct a site inspection before performing the Pest and Termite control services;
6. The Service Provider shall guarantee that the services to be rendered will effectively exterminate any and all pest, insects, termites, and rodents without the visible presence and disturbing odor of smoke and fumes;
7. The Service Provider shall warrant that only chemicals duly approved by the Fertilizer and Pesticide Authority (FPA) and/or other appropriate government agencies regulating the use and licensing of chemicals shall be used;
8. The Service Provider shall deliver the chemicals monthly, to the site in their original containers, unopened, subject for inspection by the authorized representative from General Section Services (GSS)
9. The Service Provider shall ensure the presence of authorized personnel from the GSS during the process of treatment from preparation, formulation, and usage of the chemicals;





10. The Service Provider shall ensure that only skilled, well-trained, and certified service technicians will be assigned to the BAFE premises to ensure correct treatment of pests and proper application of chemicals;
11. The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illness or damages shall happen to any BAFE officials, employees, or to its guest;
12. The Service Provider shall assume full responsibility for any claim or liability that may arise by reason of illness, accident, and/or damage due to any or all acts of omission, negligence, or fault of the contractor and its agent, thereby rendering BAFE free and exempt from any such claim or liability;
13. The Service Provider shall provide on-call services in between schedules, including performing immediate special or additional service should there be a sudden outbreak of infestation at the BAFE premises, without any additional cost to BAFE;
14. The Service Provider shall assign a workforce sufficient to carry out or implement the service specification;
15. The Service Provider shall post a warranty bond in the form and amount equal to the five (5) % percent of the total contract to cover any damage, loss, or liability that may be incurred by their personnel while in the conduct of services.

VII. SCHEDULE OF SERVICE

The Service Provider shall coordinate with the authorized personnel of the GSS to schedule the appropriate time to conduct services. Provided below is the frequency of services that shall be conducted by the Service Provider.

OFFICE	FREQUENCY	
	GENERAL PEST CONTROL SERVICES	TERMITE ABATEMENT AND MAINTENANCE PROGRAM
OD	ONCE A MONTH/9 MONTHS	ONE TIME WITH MONTHLY MONITORING (8 MONTHS)
OAD		
AFD & COA		
EPDSD		
SRED		
PPMD		





A. Pest and Termite

Type of Pest	Frequency
Cockroaches and other crawling insects	Once a month
Rodents	Once a month
Flying Insects	Once a month
Termites	Once a month

VIII. METHODS OF TREATMENT

A. COCKROACHES AND OTHER CRAWLING INSECTS

1. Inspection
 - Conduct inspection of areas prone to cockroaches and other crawling insects' infestation and harborages such as but not limited to cupboards, floor drains, crack, crevices, dump areas, and drainage systems to check the presence of cockroaches and other crawling insects.
 - Monitor cockroach infestation by gathering reported sightings, complaints from BAFE personnel and common areas, and observations of the service technician.
 - Monitor for re-infestation from adjacent premises or vegetation, especially by ants.
2. Residual Insecticidal Spraying.
 - Intensify residual spraying in places and areas where insects congregate, crawl and hide, including those cracks and crevices which they may enter.
 - Use the appropriate insecticide to flush out cockroaches and determine their exact location or haborage.
3. Baiting
 - Application of cockroach bait near harborages and aggregation areas, such as but not limited to electrical wirings and telephone apparatus using an adequate system of instruments.

B. RODENTS

1. Inspection
 - Conduct regular Inspection of all potential harborages and food sources of rodents such as but not limited to pipe chase, basement areas, behind office equipment, and possible entry points.
 - Regular inspection of all bait traps and bait stations.





-Regularly check the outside perimeter of the BAFE building for possible rat harborages such as but not limited to sewage drains, refused food storage, construction materials, and garbage dump areas.

2. Baiting

- Install bait stations in hidden places and strategic locations where rodents usually search for food, roam around and congregate.
- Set up pipe bait stations along the outside perimeter of the BAFE building to anticipate rodent problems.

3. Trapping

- Install cage traps, glue boards, spring-loaded traps, and other mechanical devices to augment the baiting technique.

C. FLYING INSECTS

1. Inspection

- Thoroughly inspect the entire premises to determine the degree of infestation entry points and unforeseen breeding sites of mosquitoes and other flying insects.

2. Misting

- Use misting machines inside the offices to disperse minute droplets of insecticide solution in an aerosol range to attain minimum penetration of hard-to-reach or inaccessible areas to control mosquitoes and other flying insects.

3. Larviciding

- Apply larvicide on stagnant water, e.g., rain drains and other possible water reservoirs which can be a breeding ground for mosquitoes and other flying insects.

D. TERMITES

1. Inspection

- Conduct complete inspection of all areas in BAFE buildings and premises for possible signs of termite infestation in ceilings, double wall structures, wood cabinets, shelves, and drawers, old carpets, wall pears, office file boxes, mud tunnels, equipment for disposal of damaged furniture and fixtures.

2. Termiticide Application

- Apply termiticide to eliminate the termite colonies.

3. Baiting

- Set up baits that are palatable to termites to exterminate the infestation.





IX. SPECIFICATIONS

The chemicals to be used shall be odorless with low mammalian toxicity registered with and approved by the Food and Drugs Administration (FDA) and/or Fertilizer and Pesticide Authority (FPA) shall be applied for the adequate and effective control of each target pest by Certified Pesticide Applicator.

X. OTHER TERMS AND CONDITIONS:

1. Should the BAFE find the services to be ineffective as evidenced by either the continued presence or re-infestation of the pests and insects, repetition of the treatment or control services shall be done by the Service Provider without additional costs to BAFE;
2. Within thirty (30) days from the date of scheduled service, additional or special services, when the situation warrants, shall be done without additional costs to BAFE.
3. All services shall be executed within the presence of an authorized representative from GSS;
4. Conduct of services shall only be allowed on every Saturday, 4th week of the month (See Annex A: Attached schedule of project);

XI. ADDITIONAL REQUIREMENTS:

The listed items below are to be included in the proposal of the Service Provider.

1. A list of Food and Drugs Administration (FDA) certified chemicals to be used during treatment;
2. Proposed plan and schedule for the treatment and services;
3. Certification of Accreditation from FDA or Membership to any organization of Pest and Termite Control; and
4. Copies of Certificate of Training on Pest and Termite Control by an FDA-accredited pesticide training provider.
5. The prospective Bidder/Service Provider must ensure that they have undertaken an ocular inspection of the site and understand the scope of works involved prior to proposal submission.






XII. TERMS OF PAYMENT;

1. Payment, inclusive of Value Added Tax, shall be made on a monthly basis.
2. The Service Provider shall submit the listed item below not later than five (5) working days of the succeeding month to the General Services Section as a prerequisite for issuance of payment;
 - a. Certification of Completion and Acceptance from GSS;
 - b. Monthly billing statement; and
 - c. Monthly Accomplishment/Service Report on the services.
3. Subject to follow existing government accounting and auditing rules and regulations.

Prepared by:


JULIE R. MABAGGU
Procurement Coordinator, AFD

Noted by:


GLENN M. ERLANO
OIC, Administration and Finance Division





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ANNEX A





PEST AND TERMITTE CONTROL SERVICES SCHEDULE

SCHEDULED SERVICE	MONTHS																																																					
	APRIL (2018)					MAY (2018)					JUNE (2018)					JULY (2018)					AUGUST (2018)					SEPTEMBER (2018)					OCTOBER (2018)					NOVEMBER (2018)					DECEMBER (2018)													
DATE	1	2	3	4	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5										
TERMITTE CONTROL																																																						
PEST CONTROL																																																						

LEGEND	
	SCHEDULED WORK
	MONTHLY MONITORING

