



**REQUEST FOR QUOTATION**

Date: **February 29, 2024**

RFQ No.: **018-24-1R**

**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 and Maintenance Program with Baiting System** which will be undertaken in accordance with Section 53.9 (Small Value Procurement) of 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 on 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 6, 2024, at 12:00 noon**.

To support your eligibility to participate in government procurement, the following **mandatory requirements** shall be submitted along with a signed quotation/proposal:

1. **Valid Mayor's/Business Permit\***;
2. **Proof of PhilGEPS Registration (Screenshot of Organization Profile or Certificate of PhilGEPS Platinum Membership)\***; and  
*\*Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration/Certificate Number.*
3. **Notarized Omnibus Sworn Statement** preferably using the GPPB-prescribed form, for Approved Budget of Contract (ABC) **above P50,000.00**.

Open quotations should be submitted personally at **BAC Secretariat Office, BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Alternatively, an electronic copy of the signed quotation/proposal and other eligibility requirements (Certified True Copy) may be submitted at email address **bafe.procurement@gmail.com**.

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **bafe.procurement@gmail.com**.

  
**RHODORA R. CONCEPCION**  
BAC Secretariat Head

**INSTRUCTIONS**

1. Accomplish this RFQ correctly, completely, and legibly.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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;** and
2. The information stated below shall be the basis for evaluating and calculating your quotation.

ITEM DESCRIPTION/ SPECIFICATION	QUANTITY  (A)	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT  (B)	PLEASE FILL IN YOUR TOTAL OFFERE D PRICE  (AxB)	OFFERED BRAND & MODEL   (IF APPLICABLE)
General Pest Control and Termite Abatement Maintenance Program with Baiting System	1	lot	131,600.00	131,600.00			
<b>TOTAL</b>			-----	<b>131,600.00</b>			

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

*\*Please see attached Technical Specifications on pages 5 to 9.*



<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>One Hundred Thirty One Thousand Six Hundred Pesos Only (PhP 131,600.00)</b>	In words: _____ _____

**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: \_\_\_\_\_

**Sir/Madam:**

After carefully reading and accepting the Terms and Conditions, I/We submit our quotation for the item/s indicated above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Contact No./ Email Address



### TERMS AND CONDITIONS

1. Bidders shall provide the correct and complete information required in this form.
2. Price quotation/s must be valid for a period of **ONE HUNDRED TWENTY (120) CALENDAR days** from the submission date of quotation.
3. Price quotation/s, to be denominated in Philippine pesos shall include all taxes, duties, and/or levies payable, including delivery charges.
4. Partial bid/s is/are allowed for requirements to be procured by lot.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
7. Awarding shall be done by **LOT**. Award of the contract shall be made to the single/lowest calculated quotation (for goods and infrastructure) or, the single/highest rated offer (for consulting services), which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s.
9. Delivery and/or Installation Period: **March 23, 2024 to January 18, 2025.**
10. The DA-BAFE shall have the right to inspect and/or test the goods to validate their 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.
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. **Payments shall be based on actual services delivered.**
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.
14. The Winning Bidder shall submit the **originally-signed** quotation/proposal and other eligibility requirements (Certified True Copy) personally or via courier prior to payment of the completed contract.





**TERMS OF REFERENCE**

**GENERAL PEST CONTROL AND TERMITE ABATEMENT AND MAINTENANCE PROGRAM WITH BAITING SYSTEM**

**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 802 square meters.

**II. OBJECTIVE**

To prevent any infestation of pests and termites which cause damage to property and non-structural elements of the BAFE building as but not limited to ceiling boards, door jambs, electrical outlets, non-load bearing partition walls, furniture, equipment, etc.

**III. APPROVED BUDGET FOR CONTRACT**

The Approved Budget for the Contract (ABC) for the procurement of Pest and Termite Control Services amounting to **One Hundred Thirty-One Thousand Six Hundred Pesos (Php 131,600.00)**.

**IV. CONTRACT DURATION**

The contract duration shall start **March 23, 2024 to January 18, 2025**.

**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:

Table 1.

OFFICE	FLOOR AREA (Square Meter)
Office of the Director	692
Office of the Assistant Director	
Programs and Projects Management Division & PKMDD	
Engineering Plans, Designs, and Specifications Division	
Standards Regulation and Enforcement Division	110
Administrative Finance Division & COA	
<b>TOTAL</b>	<b>802</b>

\*Included the perimeter/vicinity of BAFE area



**VI. OBLIGATION OF THE SERVICE PROVIDER**

The Pest and Termite Services Provider shall:

1. Furnish all labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal within the provided premises. This includes Personal Protective Equipment (PPEs) to be worn during the activity;
2. Conduct all appropriate safety measures in compliance with the IATF Health and Safety Protocols while conducting their services;
3. Have proposed plan for the treatment and services;
4. Have at least two (2) years of experience in the field of Pest Control Services (e.g. proof of similar contract);
5. Guarantee that the services to be rendered will effectively exterminate any and all pests, insects, termites, and rodents without the visible presence and disturbing odor of smoke and fumes;
6. Warrant that only chemicals duly approved by the Food and Drug Administration (FDA) and/or other appropriate government agencies regulating the use and licensing of chemicals shall be used;
7. Deliver the chemicals monthly, to the site in their original containers, unopened, subject to inspection by the authorized representative from General Services Section (GSS);
8. Ensure the presence of authorized personnel from the GSS during the process of treatment from preparation, formulation, and usage of the chemicals;
9. Ensure that only skilled, well-trained, and certified service technicians will be after proper application of chemicals;
10. 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;
11. 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;
12. Provide on-call services within twenty-four (24) hours response time, including performing immediate special. Additional service should there be a sudden outbreak of infestation at the BAFE premises after one week, without any additional cost to BAFE; and
13. Assign two (2) persons for workforce sufficient to carry out or implement the service specification.

**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.

Table 2.

OFFICE	FREQUENCY	
	GENERAL PEST CONTROL	TERMITE ABATEMENT AND MAINTENANCE PROGRAM WITH BAITING SYSTEM
OD	Once a Month (11 Months)	Monthly Monitoring (11 Months)
OAD		



AFD / COA		
EPDSD		
SRED		
PPMD / PKMDD		

**Table 3. 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

#### Inspection

- Conduct inspection of areas prone to cockroaches and other crawling insects' infestation and harborages such as but not limited to cupboards, floor drains, cracks, 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.

#### 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.

#### 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

#### Inspection

- Conduct regular inspection of all potential harborages and food sources of rodents including 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.

#### 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.

#### Trapping

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

### C. FLYING INSECT

#### Inspection

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

#### 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.

#### 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

#### 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.

#### Termiticide Application

- Apply termiticide to eliminate the termite colonies.

#### Baiting

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

## IX. SPECIFICATIONS

The chemicals to be used shall be:

1. Odorless; and
2. Low mammalian toxicity registered with and approved by the 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) calendar 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; and





4. Conduct of services shall only be allowed on Saturday once a month (from 08:00 A.M onwards.).

March 23, 2024	September 21, 2024
April 20, 2024	October 19, 2024
May 18, 2024	November 16, 2024
June 15, 2024	December 21, 2024
July 20, 2024	January 18, 2025
August 17, 2024	

**XI. REQUIREMENTS**

The Service Provider shall include the following documents in the proposal:

1. A copy of the FDA certification of each of the chemicals to be used during treatment;
2. Membership to any organization of Pest and Termite Control;
3. Copy of Certificate of Training on Pest and Termite Control by an PCAP -accredited pesticide training provider;
4. A valid License to Operate (LTO) as Pest Control Operator from FDA; and
5. Conduct ocular Inspection Certificate confirmed by the General Service Section (GSS).

**TERMS OF PAYMENT**

1. Payment shall be made on a monthly basis inclusive of Value Added Tax
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 following existing government accounting and auditing rules and regulations.

Prepared by:

*J. Mabbagu*  
**JULIE R. MABBAGU**  
 Procurement Coordinator, AFD

Noted by:

*L. Bonifacio*  
**LOURDES C. BONIFACIO**  
 Chief, Administration and Finance Division