

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **GENERAL PEST CONTROL SERVICES (APRIL TO DECEMBER 2022)**

APPROVED BUDGET FOR THE CONTRACT: **Php 86,400.00**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & Current Mayor's/Business Permit for 2022;
  - b. Valid & Current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD:
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Paul John Delos Santos at mobile number 0938-784-2460. The Quotation may be submitted through e-mail at [paul.delossantos@pia.gov.ph](mailto:paul.delossantos@pia.gov.ph).

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

**EMVER P. CORTEZ**  
BAC-CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p><b>General Pest Control for the PIA-Central Office Building</b></p> <p>To provide quality pest control service fitting what the building needs in terms of frequency and proper application of pesticides.</p> <p>The project can take place on any given timeline whether the building is heavily infested by vermin at the common areas and in some places which pest may harbor.</p> <p>This covers service treatment against all kinds of crawling and flying pests on walls, floors, cracks and crevices, cabinets, baseboards and other various areas where there are pest infestation.</p> <p><b>SCOPE OF WORK AND METHODS OF TREATMENT</b></p> <p>PIA shall set the regular schedules for pest control services to be carried out by the Contractor as follows:</p> <ol style="list-style-type: none"> <li>1. Building Basement</li> <li>2. Ground Floor</li> <li>3. Second Floor</li> <li>4. Third Floor</li> <li>5. Fourth Floor</li> <li>6. Rooftop</li> <li>7. PIA Grounds</li> </ol>			

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

### Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p><b>Pest Control Reference</b></p> <p><b>A. Rodent Control</b></p> <ul style="list-style-type: none"><li>• Inspection Conduct regular inspection of all potential harbourages and food sources of rodents such as pipe chase, basement areas, electrical rooms, behind appliances and point of entries, as well as regular inspection of all bait traps and bait stations. Regularly check the outside perimeter of the building of possible rat harbourages such as sewage drains, refused food storage, construction materials and the like.</li><li>• Baiting Install bait station in hidden places and strategic locations where rodents usually search for food, roam around and congregate. Set up pipe bait station along the outside perimeter of the building to anticipate rodent problems.</li><li>• Trapping Install cage traps, glue board, snap and other mechanical devices to augment the baiting technique.</li></ul> <p><i>*Frequency: Once a month (every 4<sup>th</sup> Saturday / last Saturday of the month)</i></p>	

**B. Cockroaches**

- Inspection  
Conduct indoor inspection of areas prone to cockroach infestation and harbourages such as cupboards, floor drains, cracks, crevices and drainage system to check the presence of American cockroaches.  
Deal with the possibility of re-infestation from adjacent premises or vegetation especially by ant's infestation.  
Monitor cockroach infestation by gathering all reported sightings or complaints from every unit and common area in addition to service technician observation.  
1. Residual Insecticide Methods of Control

Intensify residual spraying in places and areas where insects congregate, crawl and hide, including cracks, crevices which they may enter.  
Use pyrethroid chemical to flush out cockroaches and determine the extract locations or harbourages.  
2. Insecticidal Bait Application

The technique is designed to apply cockroach bait near harborages and aggregation areas, such as electrical wiring, telephone apparatus and the like, using an adequate system of instruments.

*\*Frequency: Once a month (every 4<sup>th</sup> Saturday / last Saturday of the month)*

**C. Flying Insects Control**

- Inspection  
Thoroughly inspect the entire premises to determine the degree of infestation, entry points and unforeseen breeding sites of the mosquitoes and other flying insects
- Misting (*or other methods for the same purpose*):  
Use of misting machines inside the offices as said machines disperse minute droplets of insecticide solution in an aerosol range to attain minimum penetration of hard-to-reach or inaccessible area to control mosquitoes and other flying insects.

- Larviciding  
Apply larvicide upon stagnant water,

e.g. rain drains and other possible water reservoir, which pose as a breeding source of mosquitoes.

*\*Frequency: Once a month (every 4<sup>th</sup> Saturday / last Saturday of the month)*

**D. Termite Termination (or other methods for the same purpose):**

This covers service treatment done by wood injection in places where termites are likely to hide or in places where there are signs of infestation (i.e., door jambs, electrical outlet, double walling, ceiling and cabinets, etc.).

*Frequency of Service: One (1) General Treatment and monthly inspection to the recurrence of termite infestation.*

- **Mound Demolition (if any):**  
Termite mounds are home of subterranean termites where the termite queen lives and lay eggs. These mounds shall be search and if found, must be destroyed and thoroughly beat the area.

*Frequency of Service: One (1) General Treatment and monthly inspection to the recurrence of termite infestation.*

The Contractor shall warrant that all products/chemicals to be used are duly authorized for urban pest control services. The products shall be **environment friendly**, highly technical and economical, **safe to human health** and plants and must be duly certified, authorized and approved for application by the Fertilizer and Pesticides Authority (FPA) and/ or Pest Control Association of the Philippines and/ or the National Committee on Urban Pest Control (NCUPC) and all applicable regulatory offices.

**OCULAR INSPECTION**

In coordination with PIA, prospective Bidders must ensure that they have undertaken an ocular inspection of the site and clearly understand the scope of works involved prior to Bid/Quotation submission.

**PROPOSED BUDGET FOR THE CONTRACT**

Eighty Six Thousand Four Hundred Pesos Only (86,400.00), inclusive of VAT and all other applicable government taxes

**CONTRACT DURATION**

The Contract shall be valid for Nine (9) months from April 2022 to December 2022.

**MODE OF PAYMENT**

The Contractor shall send monthly billing to PIA after the successful conduct the general pest control

	<p><b>WARRANTY</b> A Warranty Certificate shall be issued at the last treatment. Should there be any evidence of termite and pest re-infestation within the warranty period of Six (6) months after the last treatment, the Contractor shall immediately conduct re-treatment free of charge.</p> <p><b>EVALUATION OF PERFORMANCE</b> The Contractor shall be evaluated on a monthly basis based on the prescribed Evaluation/ Rating Template for Outsourced Suppliers/ Service Providers by PIA.</p> <p><b>TERMINATION</b>  The Philippine Information Agency reserves the right to terminate the Agreement/ Job Order entered into by PIA and the prospective contractor for any violation of this TOR and any other ground authorized by laws including the accumulation of 3 consecutive months of "Unsatisfactory" ratings from the PIA by serving a ten-day written notice to the prospective contractor and without any liability accruing to PIA. The Contractor/service provider shall warrant that only honed, skilled and well trained technicians will be assigned to the PIA premises to ensure correct treatment of pests and proper application of chemicals.  The Contractor hereby warrants the honestly, fitness and reliability of its personnel and shall strictly observe safety precautionary measures during the termite and pest control and termite treatment. They shall abide the security rules and regulations of the Philippine Information Agency (PIA) within the premises at all times. For monitoring purposes, all services must be accompanied by an authorized PIA personnel.</p>	
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I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

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Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date