



REQUEST FOR QUOTATION

Procurement Project Title:	General Pest Control for the PIA-Central Office Building (April – December 2025)		
Approved Budget for the Contract (ABC):	Php 62,000.00	Purchase Request No.:	25-03-015
End-User:	ADMIN	Delivery Period:	Nine (9) months from April 2025 to December 2025
Source of Funds:	GAA	Deadline for Submission of bids:	March 18, 2025 @ 5:00 P.M

Date: March 12, 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: paul.delossantos@pia.gov.ph
Tel Nos. 8920-43-38/0985-305-0095

1. Suppliers are required to submit the following prior to notification of award:
- a. Valid & current Mayor’s/Business permit for 2025;
 - 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 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The 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.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

PROJECT TITLE: General Pest Control for the PIA-Central Office Building (April – December 2025)				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
1	Lot	GENERAL PEST CONTROL		
		<i>Terms Of Reference</i>		
		I. GENERAL PEST CONTROL FOR THE PIA-CENTRAL OFFICE BUILDING To provide quality pest control service fitting what the building needs in terms of frequency and proper application of pesticides. 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 pests may harbor. This covers service treatment against all kinds of crawling and flying pests found on walls, floors, cracks and crevices, cabinets, baseboards, and other areas where infestations occur.		
		II. RESPONSIBILITIES OF THE SERVICE PROVIDER (SP) 1. The Service Provider (SP) shall ensure that all labor, materials, tools, equipment, and other necessary activities are carried out safely and effectively for the eradication, prevention and control of harmful pests. 2. The Service Provider (SP) shall ensure proper disposal of used materials and avoidance of contaminations affecting health and safety of PIA employees. 3. The Service Provider (SP) 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. 4. The Contractor/service provider shall warrant that only honed, skilled and well-trained service technicians will be assigned to the PIA premises to ensure correct treatment of pests and proper application of chemicals.		

		<p>5. 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 by the security rules and regulations of the Philippine Information Agency (PIA) within the premises at all times.</p> <p>For monitoring purposes, all services must be accompanied by authorized PIA personnel.</p>		
		<p>III. SCOPE OF WORK AND METHODS OF TREATMENT</p> <p>PIA shall set regular schedules for pest control services to be carried out by the Contractor in the following areas:</p> <ol style="list-style-type: none"> 1. Building Basement 2. Ground Floor 3. Second Floor 4. Third Floor 5. Fourth Floor (Those areas under PIA jurisdiction) 6. Rooftop 7. PIA Grounds 		
		<p>A. RODENT CONTROL</p> <p><u>Inspection</u></p> <ul style="list-style-type: none"> • Conduct regular inspection of all potential harbourages and food sources, including pipe chases, basements, electrical rooms, behind appliances, and entry points, as well as regular inspection of all bait traps. • Regularly check the exterior perimeter of the building for possible rodent nesting areas, such as sewage drains, discarded food storage, construction materials, and the like. <p><u>Baiting</u></p> <ul style="list-style-type: none"> • Place bait stations in concealed areas and strategic locations where rodents typically search for food, roam around and congregate. • Set up a pipe bait station along the outside perimeter of the building to anticipate rodent problems. <p><u>Trapping</u></p> <ul style="list-style-type: none"> • Deploy cage traps, glue boards, snap traps, and other mechanical devices to augment the baiting technique. <p>*Frequency: Once a month (every 4th Saturday / last Saturday of the month)</p>		
		<p>B. CRAWLING INSECT CONTROL</p> <p><u>Inspection</u></p> <ul style="list-style-type: none"> • Conduct indoor inspection of areas prone to cockroach infestation and harbourages such as cupboards, floor drains, cracks, crevices, and drainage 		

		<p>systems to check the presence of American cockroaches.</p> <ul style="list-style-type: none"> • 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. <p>1. Residual Insecticide Methods of Control</p> <p>Intensify residual spraying in places and areas where insects congregate, crawl and hide, including cracks, crevices which they may enter.</p> <p>Use pyrethroid chemical to flush out cockroaches and determine the extract locations or harbourages.</p> <p>2. Insecticidal Bait Application</p> <p>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.</p> <p>*Frequency: Once a month (every 4th Saturday / last Saturday of the month)</p>		
		<p>C. FLYING INSECT CONTROL</p> <p><u>Inspection</u></p> <ul style="list-style-type: none"> • Thoroughly inspect the entire premises to determine the degree of infestation, entry points and unforeseen breeding sites of the mosquitoes and other flying insects. <p><u>Misting</u> (or other methods for the same purpose):</p> <ul style="list-style-type: none"> • 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 areas to control mosquitoes and other flying insects. <p><u>Larvicide</u></p> <ul style="list-style-type: none"> • Apply larvicides upon stagnant water, e.g. rain drains and other possible water reservoirs, which pose as a breeding source of mosquitoes. <p>*Frequency: Once a month (every 4th Saturday / last Saturday of the month)</p>		
		<p>D. TERMITE TERMINATION/CONTROL</p> <p>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.).</p> <p><i>Frequency of Service: One (1) General Treatment and a monthly inspection to the recurrence of termite infestation.</i></p>		

		<p><u>Mound Demolition (if any):</u> Termite mounds are home to subterranean termites where the termite queen lives and lays eggs. These mounds shall be searched and if found, must be destroyed and thoroughly beat the area.</p> <p>Frequency of Service: One (1) General Treatment and a monthly inspection to the recurrence of termite infestation.</p>		
		<p>IV. OCULAR INSPECTION In coordination with the PIA, prospective bidders must conduct a site inspection to thoroughly assess the area and fully understand the scope of work before submitting bid or quotation.</p>		
		<p>V. MODE OF PAYMENT The Contractor shall send monthly billing to PIA after the successful conduct of the general pest control.</p>		
		<p>VI. WARRANTY 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>VII. EVALUATION OF PERFORMANCE 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>VIII. TERMINATION 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 the law 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.</p>		
DELIVERY PERIOD: April – December 2025				
PRICE VALIDITY: Sixty (60) Calendar Days				

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 render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	
	_____ Signature Over Printed Name
Date:	



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11868052
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title General Pest Control for the PIA-Central Office Building (April – December 2025)
Area of Delivery Metro Manila

Solicitation Number:	25-03-015	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Pest Control Services		
Approved Budget for the Contract:	PHP 62,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	12/03/2025
Contact Person:	Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 paul.delossantos@pia.gov.ph	Last Updated / Time	11/03/2025 13:41 PM
		Closing Date / Time	18/03/2025 17:00 PM

Description

RFQ No. 25-03-015

REQUEST FOR QUOTATION

Procurement Project Title: General Pest Control for the PIA-Central Office Building (April – December 2025)

Approved Budget for the Contract (ABC): Php 62,000.00

Purchase Request No.: 25-03-015

End-User: ADMIN

Delivery Period: Nine (9) months from April 2025 to December 2025

Source of Funds: GAA Deadline for Submission of bids: March 18, 2025 @ 5:00 P.M

Date: March 12, 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may

be submitted physically or via email through the contact information below:

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1. Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
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- 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 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
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12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The 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.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION QTY UNIT COST TOTAL AMOUNT
Lot GENERAL PEST CONTROL SERVICES (1)
(For April 2025 to December 2025)

Approved Budget for the Contract (ABC): Php:62,000.00
GRAND TOTAL
Amount in Words: _____

In Figures: Php _____

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.

Company Name:

Company Address:

Submitted by: (Authorized Representative)

Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address:

Date Submitted:

TECHNICAL SPECIFICATIONS

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

PROJECT TITLE: General Pest Control for the PIA-Central Office Building
(April – December 2025)

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

1 Lot GENERAL PEST CONTROL

Terms Of Reference

I. GENERAL PEST CONTROL FOR THE PIA-CENTRAL OFFICE BUILDING

To provide quality pest control service fitting what the building needs in terms of frequency and proper application of pesticides.

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 pests may harbor.

This covers service treatment against all kinds of crawling and flying pests found on walls, floors, cracks and crevices, cabinets, baseboards, and other areas where infestations occur.

II. RESPONSIBILITIES OF THE SERVICE PROVIDER (SP)

1. The Service Provider (SP) shall ensure that all labor, materials, tools, equipment, and other necessary activities are carried out safely and effectively for the eradication, prevention and control of harmful pests.

2. The Service Provider (SP) shall ensure proper disposal of used materials and avoidance of contaminations affecting health and safety of PIA employees.

3. The Service Provider (SP) 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.

4. The Contractor/service provider shall warrant that only honed, skilled and well-trained service technicians will be assigned to the PIA premises to ensure correct treatment of pests and proper application of chemicals.

5. The Contractor hereby warrants the honesty, 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 by 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 authorized PIA personnel.

III. SCOPE OF WORK AND METHODS OF TREATMENT

PIA shall set regular schedules for pest control services to be carried out by the Contractor in the following areas:

1. Building Basement

2. Ground Floor

3. Second Floor

4. Third Floor

5. Fourth Floor

(Those areas under PIA jurisdiction)

6. Rooftop

7. PIA Grounds

A. RODENT CONTROL

Inspection

- Conduct regular inspection of all potential harbourages and food sources, including pipe chases, basements, electrical rooms, behind appliances, and entry points, as well as regular inspection of all bait traps.
- Regularly check the exterior perimeter of the building for possible rodent nesting areas, such as sewage drains, discarded food storage, construction materials, and the like.

Baiting

- Place bait stations in concealed areas and strategic locations where rodents typically search for food, roam around and congregate.
- Set up a pipe bait station along the outside perimeter of the building to anticipate rodent problems.

Trapping

- Deploy cage traps, glue boards, snap traps, and other mechanical devices to augment the baiting technique.

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

B. CRAWLING INSECT CONTROL

Inspection

- Conduct indoor inspection of areas prone to cockroach infestation and harbourages such as cupboards, floor drains, cracks, crevices, and drainage systems 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 exact 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 4th Saturday / last Saturday of the month)

C. FLYING INSECT 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 areas to control mosquitoes and other flying insects.

Larvicide

- Apply larvicides upon stagnant water, e.g. rain drains and other possible water reservoirs, which pose as a breeding source of mosquitoes.

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

D. TERMITE TERMINATION/CONTROL

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 a monthly inspection to the recurrence of termite infestation.

Mound Demolition (if any):

Termite mounds are home to subterranean termites where the termite queen lives and lays eggs. These mounds shall be searched and if found, must be destroyed and thoroughly beat the area.

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

IV. OCULAR INSPECTION

In coordination with the PIA, prospective bidders must conduct a site inspection to thoroughly assess the area and fully understand the scope of work before submitting bid or quotation.

V. MODE OF PAYMENT

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

VI. WARRANTY

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.

VII. EVALUATION OF PERFORMANCE

The Contractor shall be evaluated on a monthly basis based on the prescribed Evaluation/ Rating Template for Outsourced Suppliers/Service Providers by PIA.

VIII. TERMINATION

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 the law 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.

DELIVERY PERIOD: April – December 2025

PRICE VALIDITY: Sixty (60) Calendar Days

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 render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Pest Control Services	General Pest Control Services	1	Lot	62,000.00

Created by Ronelio N Hernandez

Date Created 11/03/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.