

Date: 17-Jun-25
Quotation No: 0264-06-25
PR No. 0625.034

REQUEST FOR PROPOSAL

Company Name

Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____


ANSON M. TAGTAS
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
2. DELIVERY PERIOD IS WITHIN 12 MONTHS .
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS/ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF 30 CALENDAR DAYS.
5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:

One (1) Year Comprehensive General Pest Control

Purpose:

For official use of BMB

Approved Budget for the Contract (ABC):

₱350,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Comprehensive General Pest Control including but not limited to flies, mosquitoes, cockroaches, and other flying/crawling insects, rodent and termite control service Please see attached terms of reference (TOR) Additional Requests from Procuring Entity: [] Please provide sample upon request of end-user [] Please see full specifications/attached sample design for reference. [X] Other conditions to this request, please state: For more info, please contact the end-user at 0953-760-1979 / 8924-6031 loc. 201 Kindly address all proposals to the Chairperson, Bids and Awards Committee Contract shall be awarded to the bidder per: [] Item basis [X] Lot basis Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process: - DTI/SEC Registration Certificate - Valid and Current Mayor's Permit - PHILGEPS Certificate of Registration - BIR Certificate of Registration - Sign Omnibus Sworn Statement Important Note: -For goods, conformance of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services conformance of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO. -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 8.3 of CPPB 09-2020	1 lot	P	P

Brand : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

Printed Name/Signature

Tel. No./Cellphone No.

Email Address

Date

TERMS OF REFERENCE

PROJECT : PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE REGULAR
GENERAL PEST, RODENT AND TERMITE CONTROL SERVICE FOR
BIODIVERSITY MANAGEMENT BUREAU

A. Background/Rationale

Termite and pest infestation is one of the common problems that pose structural and property damage to the buildings and structures of the Biodiversity Management Bureau (BMB) located at the Ninoy Aquino Parks and Wildlife Center (NAPWC), as well as pose high health risk to natural flora. As such, termite, regular general pest, and rodent control management is necessary in order to control their proliferation and increased risk. Such activity is needed to be conducted every year to effectively eliminate pests. The service of a professional is needed to conduct more effective measures for termite, regular general pest, and rodent control.

B. Objective

The objective of this project is to procure the services of a recognized expert in the field of pest control management to treat, control and eradicate termites and pests (flying and crawling pest including rodents/rats, flies, mosquitos, ants, and cockroaches, etc.) at Biodiversity Management Bureau.

C. Scope of Work and Deliverables

1. Conduct ocular inspection and survey report to determine the infested area covering the project location.
2. Prepare and submit to BMB the following:
 - a. Detailed proposal of each pest control treatment service (termite, rodents, cockroaches, mosquito, and flies) including frequencies of treatment, coverage area, type of method to be used and product/material data sheet;
 - b. Submission of a Certificate attesting that only chemicals duly approved by the Fertilizer and Pesticide Authority and/or other government agencies regulating the use and licensing of chemicals will be used; and
 - c. List of personnel to be assigned to the contract.
3. Undertake termite/pest control and treatment in accordance with the proposed integrated pest management plan which will be submitted to and approved by BMB.
4. Attend meetings, if any, for project updates as may be needed and submission of a monthly assessment and monitoring report.
5. At the end of the contract duration, the successful bidder shall provide a report with recommendations for pest management issues including procedural modification that would reduce food, water, harborage access or environmental condition favorable to pest.
6. Conduct of Termite/Pest control supervised/accompanied by an authorized representative/s from BMB for monitoring and operations. All chemical to be used shall be subjected to inspection and approval of BMB through its duly designated representative. Pest control operations outside buildings are only allowed during office hours. However, for pest control operations conducted inside buildings, weekends are preferred in order not to disturb or disrupt working personnel of BMB.
7. Provide, at its expense, supervision, labor, materials and equipment, monitoring trapping, termiticide and pesticide application (biological/chemical treatment), incidentals for termite and pest control, and other related works including waste management necessary in the performance of services.
8. Provide on-call service in between schedule without additional cost to BMB, including performance of immediate special or additional service, should there be a sudden outbreak of infestation at the BMB premises.

9. Warrant the honesty, reliability, fitness, and health of its personnel and shall strictly observe safety precautionary measures including the use of personal protective equipment (PPE) during treatment. Pest control operators/staff/personnel shall abide rules and regulation observed within the premises of the Bureau.

D. Area of Treatment/Coverage

The services shall ensure that treatment covers the following premises:

LOCATION	APPROX. TOTAL FLOOR AREA (SQ.M.)	1 YEAR GENERAL PEST CONTROL SERVICE	1 YEAR RODENT CONTROL SERVICE	1 YEAR TERMITE CONTROL SERVICE
a. Buildings and Offices				
• Building 2 (Library)	366	☐	☐	☐
• Building 3 (WRD-WRC)	750	☐	☐	☐
• Building 4 and 5 (NPD-CAWED)	852	☐	☐	☐
• Building 6 and 7 (AFD-CMD)	984	☐	☐	☐
• COA Auditor's Office	149	☐	☐	☐
• CCTV/Security Office	78	☐	☐	☐
• Training Center and Octagon Building	402	☐	☐	☐
b. Wildlife Rescue Center Structures				
• WRC Commissary	56	☒	☒	☐
• WRC Necropsy	56	☒	☒	☐
• WRC Quarantine	56	☒	☒	☐
• WRC Snake room	110	☒	☒	☐
c. Closed Vans				
• 6 units of Closed/Container Vans	N/A	☒	☒	☐

E. Concept of Termite and Pest Treatment for Detailed Proposal

1. General Pest Control
The services shall include control and prevention of infestation of the following pest:
 - a. Flies, mosquitoes, cockroaches, and other flying/crawling insects

The services shall include, but not limited to the following:

- a. Residual Spraying
- b. Cold Fogging/Misting

2. Rodents

The services shall include, but not limited to the following:

- a. Rodent Baiting (Chemical or Gel) and Trapping

3. Termite Control and Prevention

The services shall include, but not limited to the following:

- a. Soil Injection Service
- b. Residual Spraying

- c. Chemical Dusting
- d. Deep Wood Injection
- e. Mound Demolition

F. Expected Output

Submission of the following documents:

- 1. Survey Report and Proposal for the Pest Control Management;
- 2. Monthly service and Monitoring Report; and
- 3. After Service Treatment recommendation report.

G. Qualifications of the Contractor/Service Provider

The following are the qualification for bidders and must submit the following:

- 1. A duly registered business entity with Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC).
- 2. Must have a minimum of five (5) years' experience in the pest control business.
- 3. Bidder must be a certified member in any of the following:
 - a. Pest Control Association of the Philippines (PCAP);
 - b. Philippine Federation of Pest Management Operators Association, Inc. (PFPMOA);
 - c. Pest Exterminators Association of the Philippines (PEAP);
 - d. Or any accredited FPA or FDA affiliation/association.
- 4. Bidder must be a holder of a valid License to operate issued by FPA or FDA.
- 5. Must have qualified Pest control technicians with at least one (1) year experience and relevant trainings attended.
- 6. PhilGEPS Certificate of Registration.
- 7. BIR Certificate of Registration (2303) showing the project as the line of business.
- 8. Valid Mayor's Permit.
- 9. Omnibus Sworn Statement.
- 10. Statement of ongoing and completed projects related to the proposed project.

H. Duration of the Contract

The proposed contract for termite and pest control services shall be for a period of one (1) year or 12 months, to commence within ten (10) working days upon receipt of the Notice to Proceed.

I. Treatment Warranty

- 1. The Contractor shall guarantee against termite re-infestation up to One (1) year after the lapse of the contract and general pest control re-infestation up to One (1) week warranty every service.
- 2. During the warranty period, the Contractor shall conduct quarterly preventive maintenance service, to include but not limited to the following:
 - a. Quarterly inspection in all areas covered by this contract;
 - b. For termite control, immediate spot treatment by residual spraying or deep wood injection or chemical dusting in areas covered by this contract will be conducted should a live infestation surface.
 - c. For general pest control, immediate spot treatment by residual spraying in any area covered by this contract that is found with heavy infestation of flies, ants, cockroaches, and mosquitoes.
 - d. For rodent control, immediate installation of bait or traps in any area covered by this contract found with moderate to heavy level of rodent infestation.
- 3. The quarterly preventive maintenance service during the warranty period shall bear no cost/charges on the account of BMB.

J. For the Duration of the contract, the Contractor warrants that:

1. The service to be rendered will effectively exterminate any all pests, insects, and rodents without the visible presence and disturbing odor of smoke and fumes. Should BMB find the services to be ineffective as evidenced by the continuous presence of cockroaches, mice and other common house pests and insects, BMB reserves the right to pre-terminate this Service of Contract upon notice to the Contractor. In such case, BMB shall not be obligated to pay for the particular service rendered by the Contractor;
2. Only Chemicals with Product Certification by the Fertilizer and Pesticide Authority (FPA) and/or proper government agencies regulating the use and licensing of chemicals shall be used in pest control activities. Each product must also have its respective Material Safety Data Sheet and Technical Data;
3. The only honed, skilled and well-trained service technicians shall be assigned to deliver the pest control activities;
4. That in the performance of the services, extraordinary diligence will be exercised to ensure that no illness, accident and/or damage to properties of BMB and any of its employees/guests will take place. The Contractor hereby assumes full responsibility for any claim liability or damage that may arise on account of or by reason such illness, accident and/or damage to any or all acts, omission, negligence or fault of the Contractor and its agents. The Contract renders BMB free and harmless from any such claim or liability.

K. Scope of BMB's Rights

The Biodiversity Management Bureau has the right to unilaterally suspend and/or terminate the contract of termite and pest control services for any misrepresentation or violation of this TOR.

L. Approved Budget for the Contract (ABC)

The ABC for the project is Three Hundred Fifty Thousand Pesos (₱ 350,000.00).

M. Mode of Payment

Payment shall be made after each actual service, to wit:

PARTICULARS	PERCENTAGE	BREAKDOWN OF PAYMENTS
30 % downpayment upon signing of the contract	30%	₱105,000.00
Remaining balance to be divided into 11 installments and paid due monthly or every 30 days upon submission of monthly service report	70%	245,000.00 divided into 11 monthly installments which is ₱22,272.73
TOTAL	100%	350,000.00

N. Documentary Requirements for Payments:

1. Monthly Service Report accompanied by pictures or images of the ongoing treatment in or at the area/place being treated duly inspected, witnessed, and signed by the Bureau's representative.
2. Picture of Chemical(s) used for treatment.
3. Statement of Work Accomplished (after duly accomplishing the final monthly service and/or the one-year treatment contract).
4. After service treatment recommendation report (after duly accomplishing the final monthly service and/or the one year comprehensive).

5. Certificate of Final Acceptance signed by the BMB authorized representative (after duly accomplishing the final monthly service and/or the one year comprehensive).

Interested contractor's/service providers must submit a letter of intent not later than JUL 14 2025 to the address specified below:

The Chairperson, Bids and Awards Committee
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City
Tel. No. 0953-760-1979/8924-6031 to 34 local 201
Email Add.: bacsec@bmb.gov.ph

Approved by:


Atty. ERNESTO D. ADOBO JR.
Undersecretary for Legal and Administration
and Supervising Undersecretary of the BMB