



REQUEST FOR QUOTATION

Date: January 26, 2021

RFQ No. 2021-105

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **ONE (1)-YEAR CONTRACT FOR REGULAR MONTHLY PEST CONTROL AND EXTERMINATION**, with an **Approved Budget for Contract (ABC) of Four Hundred Twenty Seven Thousand Six Hundred Seventy Four Pesos and Ninety Three Centavos (₱ 427,674.93)**, VAT Inclusive, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Technical Specifications provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of February 5, 2021**. A copy of the following are required to be submitted along with your quotation/offer:

a. 2021 Mayor's/Business Permit;

Note: If the 2021 Mayor's/Business Permit is not available, submit an Application Form for Renewal and Proof of Payment. Upon issuance of Notice of Award to the winning offeror, the 2021 Mayor's/Business permit must be submitted.

b. BIR Registration Certificate;

c. PhilGEPS Registration Number;

d. Copy of the Terms of Reference duly signed on all pages;

e. Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier); (See attached form)

The following technical documents are required also to submit together with your offer and the above mentioned eligibility documents:

- a. **Company profile showing the following :**
 - That the company is in the business of Pest Control and Extermination Services for the past five (5) years;
 - Certificate of Membership of good standing in any of the Pest Control Association of the Philippines (PCAP) and Philippine Federation of Pest Management Operators Association (PFPMOA) and Pest Exterminators Association of the Philippines (PEAP);
 - That the company/agency is run by experienced Entomologists or Pest Exterminators / Pest Control Operators – provide resumé of Entomologists or Pest Exterminators/Pest Control Operators including License Certificate;
 - Resumé of Supervisor/Inspector, who will be deployed at the Center if awarded the contract, college graduate with five (5) years' experience as Supervisor of Regular/General Pest Control and Extermination Services; and
 - Resumé of 6 technicians, 5 regularly assigned and 1 replacement, who will be deployed at the Center if awarded the contract, be at least high school graduates with three (3) years' experience as technicians of Regular/General Pest Control and Extermination Services.
- b. **List of pesticides and chemical baits, which will be used alternately if awarded the contract, as approved by the Fertilizer and Pesticide Authority (FPA) and/or Food and Drug Administration (FDA) including labels, Material Safety Data Sheet (MSDS) and Certificate of Product Registration from FPA or FDA, whichever is appropriate. List must also indicate the uses of the pesticides and their chemical family/classification. Two to three chemical families must be observed for each activity (e.g. for Residual spraying - two different insecticide from different pesticide family/classification).**
- c. **List of tools and equipment as required on the conditions of the contract with specifications/product descriptions and pictures, as follows:**
 - Rodent Bait Station
 - Rodent Cage Trap, made of steel
 - Dog/Cat Cage Trap, made of steel
 - Two (2) units Thermal Fogging Machine, at least five (5) liters solution tank capacity, gasoline operated
 - Two (2) units ULV (Ultra Low Volume) Fogging Machine, 220V, minimum of 15 microns droplet size, at least five (5) liters solution tank capacity, gasoline operated
 - Two (2) units electric tri-jet-fogger/misting machine
 - 4 Units Pressurized Sprayer
 - Extendable Snare Pole
 - Gel Bait Applicator

d. Certificate of Ocular Inspection issued by the Facilities and Properties Division (FPD).

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


ROBERTO A. GARCIA
OIC, Administrative Department

TERMS OF REFERENCE

I. PROJECT TITLE:

One (1)-Year Contract for Regular Monthly Pest Control and Extermination

II. APPROVED BUDGET FOR CONTRACT (ABC):

Four Hundred Twenty Seven Thousand Six Hundred Seventy Four Pesos and Ninety Three Centavos (₱ 427,674.93), VAT Inclusive

III. SCOPE OF WORKS:

A. Areas to be serviced

The **CONTRACTOR** shall render and perform, in accordance with existing environmental laws and standards, the best quality work necessary for the: extermination and control of mosquitoes, carpet-beetles, cockroaches, ants and all other house and building pests such as rats and mice; and control of stray cats and dogs at the **PICC**, which shall cover, but are not limited to, the following areas:

1. ENTIRE BUILDING PREMISES:

- a. Lobby Areas
- b. Hallways
- c. Restrooms
- d. Machine Rooms
- e. Central Air-Conditioning Area
- f. Office Room Areas
- g. Meeting Rooms, Conference Halls and Function Rooms including its ancillary areas
- h. Dining and Kitchen Areas
- i. Registration & Document Distribution Counters including its ancillary rooms
- j. Exhibit and Audio Visual Hall
- k. Storerooms
- l. Service Pantry Area
- m. Powerhouse and Cooling Towers
- n. Underground Tunnel
- o. Elevators
- p. Roof decks

2. OUTDOOR PREMISES:

- a. PICC Warehouse
- b. Former Switching Vault Building
- c. Garbage Area

- d. Plant Nurseries
- e. Ponds and Reflecting Pool Areas (approximately 10,000 sq m)
- f. Others

3. PICC FORUM

(Forums 1, 2 & 3 – all spaces, rooms and service AREAS) – (as required)

The **CONTRACTOR** binds itself to fully and faithfully furnish and perform satisfactorily all work necessary for the extermination and control of mosquitoes, carpet-beetles, cockroaches, ants and all other building pests such as rodents, and control of stray cats and dogs at the premises of the Center. Captured stray dogs and cats inside the premises of the Center shall be disposed of in accordance with any applicable law.

B. Specific Conditions for Pest Control Services

The **CONTRACTOR** shall render and perform the best quality pest control services and other related services in the areas indicated, which shall consist of the following operations and activities:

Insect Control

1. Twice a month residual spraying on the entire premises of the Center, including central air conditioning units to exterminate and control crawling pest such as carpet-beetles, cockroaches, ants, etc;
2. *Considering the worldwide alert on the "Zika" virus, weekly space spraying via thermal fogging and/or ULV (Ultra Low Volume) fogging/misting on the Center's premises, including underground tunnel, against mosquitoes, flies and other flying insects and destruction of breeding places of pests;*
3. The set of pesticides and other pertinent chemical solutions for the above mentioned services shall be changed and/or alternately used every other month in order to assure that tolerance levels of pests, insects, etc. to take in the chemicals and suffer its harmful effects are maintained at the most effective level;
4. *Twice a week gel-baiting of cockroaches, ants and other pests in the Main Kitchen, the Amorsolo Kitchen and areas where to be put;*
5. *Twice a month application of larvicide and/or insect control regulator on ponds and reflecting pools to control larva of mosquitoes;*
6. Upon request of the PICC, making arrangements whereby all emptied, cabinets, drawers, desks and chairs will be sprayed with the appropriate insecticide as required;
7. Every other month massive rodenticide treatment using FDA approved single dose rodenticide targeting large Norwegian rats.

Rodent Control

1. Conducting pre-baiting activity to identify population and harborage areas, implement combined rodent eradication and control like mechanical baiting and glue trappings, key harborage area monitoring and reporting in all areas of the Center;

2. Installing at least fifty (50) rodent glues/baits/traps at strategic locations of the Center when and where applicable;
3. Applying of effective chemical baits, secured on rodent bait stations, for rodent pests (rats and mice) in strategic areas as necessary and the removal of dead rodents and replacement of lost or affected baits;
4. Spraying of deodorizers/deodorizing foam as needed to mask the unpleasant odor of decaying rodents; and
5. Weekly Monitoring of the glues/baits/traps.

Cat and Dog Control

1. Installing at least ten (10) cat/dog cage traps at strategic locations of the Center where applicable;
2. Providing camouflage on cage traps as necessary to increase chance of trapping cats and dogs;
3. Capturing of stray dogs and/or cats using an extendable snare pole (same as the snare poles of the City Animal Shelter);
4. Proper removal of captured stray dogs and cats from the Center through the help and proper coordination with the Pasay City Veterinary Office by Spaying and Neutering and
5. Weekly Monitoring of the traps.

C. Other Conditions/Activities:

1. Two (2) personnel must be deployed once a week for the dog, cat and rat control while six (6) personnel, must be present for the residual spraying and fogging activities for the whole area.
2. Submitting the following general pest control reports and analysis, such as:
3. Service Accomplishment Report – every visit or treatment
4. Rodent Glue/Bait/Trap Location and Monitoring Summary Report – Monthly
5. Dog/Cat Cage Trap Location and Monitoring Summary Report – Monthly
6. Quarterly Pest Presence Survey Report
7. Submitting other recommendations to improve the condition of the Center in so far as maximum control of insect pest/s and rodents are concerned;
8. Conduct a Pest Management Orientation Seminar for the PICC employees, tenants and food concessionaire; and
9. All works of the **CONTRACTOR** shall be performed in environmentally safe, effective and most modern pest control procedures. For their purpose, the **CONTRACTOR** shall provide a Quality Control Supervisor who shall inspect, supervise, and monitor pest control works and cat/dog control while it is being done.

The **CONTRACTOR** shall respond to calls for immediate service to **PICC** within twenty-four (24) hours from receipt of notice, and report promptly for each appointed time of service. Likewise, should the **CONTRACTOR**, while in the process of spraying and applying chemical baits, finds that there are termites in

certain areas of the Center, shall immediately undertake remedial measures to arrest the spread thereof at no additional cost to **PICC**; such remedial measures taken shall be reported to **PICC** for inclusion in the intensive treatment and elimination of termites using the baiting system.

IV. SUPPLIES, TOOLS AND EQUIPMENT REQUIREMENTS:

- a. The **CONTRACTOR** shall provide and supply, at its own expense, all personnel, supplies, tools and equipment necessary for the faithful performance of its obligations under this Contract.
- b. Rodent glues/traps, rodent bait stations and cat/dog cage traps including baits shall be provided by the **CONTRACTOR** and must be placed at strategic locations of the Center. Rodent and cat/dog traps must be made of steel.
- c. Gel baits for cockroaches must be installed, following the prescribed distance, by the **CONTRACTOR** using gel bait gun/applicator.
- d. Extendable snare pole will be used by the **CONTRACTOR** to catch stray dogs inside the center and/or transferring the captured dogs/cats into another cage for purposes of transporting them out of the Complex.
- e. Other necessary equipment shall consist, but shall not be limited to the following: two (2) units Fogging Machine 4x1.5V Batteries, at least five (5) liters solution tank capacity, gasoline operated; two (2) units ULV Fogging/Misting Machine, 220V, 15 microns droplet size, at least five (5) liters solution tank capacity, and four (4) units Pressurized Sprayer, 5 gallons capacity. These are to be used by the **CONTRACTOR** in servicing the premises of the Center and must be safe and in good operational condition.
- f. Chemicals used for spraying and chemical baits should be duly approved by the Fertilizer and Pesticide Authority (FPA) and/or Food and Drug Administration (FDA).

V. CANCELLATION/TERMINATION:

The **CONTRACTOR** agrees that all the covenants and stipulations contained in this Contract shall be deemed as conditions and that if default or breach is made of any such conditions, then this Contract, at the discretion of the **PICC**, may be terminated and cancelled after a prior written notice of at least thirty (30) days to the **CONTRACTOR**. Upon such termination, the Performance Security shall be made answerable for whatever damages the **PICC** shall suffer by reason of termination of the Contract. Unsatisfactory performance-based evaluation, conducted by Facilities and Property Division, of the **PICC** in accordance with criteria mutually agreed upon by the parties, shall also be considered ground for termination of this Contract.

VI. OBSERVANCE OF LABOR LAWS AND LIABILITY OF THE CONTRACTOR:

The **CONTRACTOR** shall comply with all local and national laws of the Philippines which may now or hereafter become applicable to the Contract. It is specifically understood that compliance with any requirement relating to the Social Security Law, the Labor Code of the Philippines and other related laws and administrative regulations is the sole responsibility of the **CONTRACTOR**.

The **CONTRACTOR** shall be liable for any and all acts or omissions committed or allowed to be committed by the personnel under its employ by virtue of this Contract resulting in the loss of, or damage to, any of the properties of **PICC** or to the person or property of any third party.

VII. NO EMPLOYER-EMPLOYEE RELATIONSHIP:

It is expressly and clearly understood and agreed that **PICC** is not the employer of the **CONTRACTOR**'s workers and employees. Nothing herein shall be construed as establishing an employer-employee relationship between **PICC** and the **CONTRACTOR**, and that the **CONTRACTOR** shall at all times be personally and directly responsible for the person under his employ.

VIII. PROHIBITION AGAINST CONTRACTOR:

No part of the services to be provided under this Contract may be sub-contracted, and no obligations or duty arising there from may be transferred or assigned, without the prior approval of, and upon terms acceptable to, **PICC**.

IX. CONTRACTOR'S OBLIGATIONS:

The **CONTRACTOR** shall submit for the approval of **PICC** a list of six (6) pest control technicians including the Supervisor to be assigned to the different areas in **PICC** during scheduled services/treatments. All personnel to be assigned in the Center should be physically and mentally fit, dedicated, disciplined, respectful, of good moral character, honest, reliable, competent, and of cooperative disposition. Personnel must also submit police and/or NBI clearance.

The **CONTRACTOR**'s employees shall at all times be in proper and clean uniforms with Personal Protective Equipment (PPE). For purposes of identification, only one type of identification card, uniform and color scheme shall be adopted. The **CONTRACTOR** at its expense shall provide the uniforms.

PICC reserves the right to have any of the **CONTRACTOR**'S employees changed due to unsatisfactory performance or misbehaviors.

X. SCHEDULE OF REQUIREMENT:

The contract period shall be from **April 1, 2021 to December 31, 2021**.

XI. TERMS OF PAYMENT:

1. **PICC** binds itself to pay the **CONTRACTOR** the amount of (amount of bid offer approved by **PICC** divided by 12 months) per month, inclusive of VAT, for and in consideration of the services rendered by the **CONTRACTOR**;

2. **PICC** shall pay the **CONTRACTOR** the contract amount upon presentation of the bill in duplicate, supported with a certification under oath that the latter has performed the regular pest control and extermination services as required by the former for the particular month and the job orders for each and every scheduled treatment thereat.
3. Billing shall be done on a monthly basis and corresponding payment shall be made by **PICC** in accordance with government accounting and auditing rules and procedures. For the first billing, processing of payments shall be supported with the following documents:
 - a. **CONTRACTOR's** Billing Statement;
 - b. Certified Photocopy of the Letter of Award;
 - c. Certified Photocopy of notarized Contract between **PICC** and the **CONTRACTOR**;
 - d. Performance Security
 - e. Monthly billing invoice duly certified as true and correct by the **PICC's** FPD head or authorized representative.
 - f. Monitoring Reports
 - Service Accomplishment Report
 - Rodent Glue/Bait/Trap Location and Monitoring Report
 - Dog/Cat Cage Trap Location and Monitoring Report
 - g. Notarized Certification from the Contractor that services are conducted and accomplished for the month
4. And the following are the documents which are required to be submitted for the subsequent monthly billings:
 - a. **CONTRACTOR's** Billing Statement;
 - b. Monthly billing invoice duly certified as true and correct by the **PICC's** FPD head and/or authorized representative;
 - c. Monitoring Reports
 - Service Accomplishment Report – every visit or treatment
 - Pest Presence Survey Report – Quarterly
 - Rodent Glue/Bait/Trap Location and Monitoring Report – Monthly
 - Dog/Cat Cage Trap Location and Monitoring Report – Monthly
 - d. Notarized Certification from the Contractor that services are conducted and accomplished for the month

XII. PERFORMANCE BOND:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:

- a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank, which is equivalent to five percent (5%) of the contract price.

- b. Surety bond, callable upon demand, which is equivalent to thirty percent (30%) of the contract price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.

XIII. MISCELLANEOUS PROVISIONS:

The **CONTRACTOR** shall, among other things, instruct its personnel that breakdowns/malfunctioning of any of **PICC's** facilities within their areas of responsibility shall be reported immediately to their Quality Control Supervisor, who shall transmit the same to the designated official of the Facilities and Property Division, **PICC**.

It is understood that the failure of the **PICC** to demand compliance with any of the terms and conditions stipulated in this Contract shall not be considered a waiver on its part of the enforcement thereof.

The **CONTRACTOR** shall comply with instructions from **PICC** as may be given from time to time relative to its operations at the premises of the Center.

XIV. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the **AWARDEE** to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up **RS** and **NTP** issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the **AWARDEE**. Thereafter, if the **RS** remain unclaimed, the said **RS** shall be sent by messengerial service to the **AWARDEE** at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all **DEFAULTING AWARDEES** shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where **AWARDEE** has accepted a **NTP** but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if **AWARDEE** has not completed delivery of services within the extended period, the subject **RS** & **NTP** shall be cancelled and the award for the undelivered balance withdrawn from that **AWARDEE**. The **PICC-BAC** shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the **DEFAULTING AWARDEE**. Refusal by the **DEFAULTING AWARDEE** to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without

prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.

5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



REQUEST FOR QUOTATION

Date:
RFQ No. 2021-105

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
One (1)-Year Contract for Regular Monthly Pest Control and Extermination	P _____, VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____