



BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION (RFQ) No. 2016-035**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

APP Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Supplemental APP 2016-4 Item No. 8	201609133	Supply of Goods for Pest Control Services for the SEC Office Space at PICC for a period of one (1) year  <i>Note:</i>  a. <i>Prospective bidders are required to conduct an ocular inspection on October 18, 2016, 1:30PM.</i>  b. <i>Assembly area: Function Room A, 2<sup>nd</sup> Floor, Secretariat Building PICC Complex</i>	<b>P250,000.00</b>

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) not later than **5:00 P.M. on October 21, 2016**, at the Procurement Division, 4<sup>th</sup> Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-5608. **Use of forms other than the attached SEC prescribed Price Quotation Form (attachment 1) is not acceptable.**

Purchaser’s Minimum Requirements for the Prospective Bidders:

1. Delivery Schedule: Seven (7) calendar days from receipt of approved PO/NTP
2. Delivery Site: SEC Office, Secretariat Bldg., PICC Complex, Pasay City
3. Bid Validity: Sixty (60) calendar days from submission of bid


Interested supplier/service provider is required to submit the following documents:

1. Valid and current Mayor’s Permit
2. PhilGEPS Registration Certificate
3. Certificate of Membership in any of the following associations:
  - a. Pest Control Association of the Philippines (PCAP);
  - b. Philippine Federation of Pest Management Operators Association (PFPMOA);
  - c. Pest Exterminators Association of the Philippines (PEAP)
4. Omnibus Sworn Statement (attachment 2)

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to accept or reject any bid, 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 or bidders.



**JOSE P. AQUINO**  
Chairman, BAC

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Bids and Awards Committee  
 Securities and Exchange Commission  
 SEC Bldg, EDSA, Greenhills, Mandaluyong City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ITEM NO.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1	Supply of service for the Pest Control Service at SEC Main Building for a period of one (1) year	1 lot	Php _____ (VAT inclusive)	Php _____ (VAT inclusive)

**AMOUNT IN WORDS:** \_\_\_\_\_ (VAT inclusive)

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within Seven (7) calendar days from receipt of Notice to Proceed (NTP) or Work Order (WO).
- We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
- We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

Signature : \_\_\_\_\_

Printer name : \_\_\_\_\_

Date : \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

- I. **SCOPE OF WORKS** - Supply of Labor, Tools & Equipment, Materials and Technical Expertise to do the following services:

**I.1 INSECT CONTROL** – to control all crawling and flying insects present in the SEC leased office space and conference rooms in PICC.

**I.1.1 Crawling insects.**

- a. Spraying using residual insecticide.
- b. Spraying using knock down chemical.

Surface Spraying shall be done using a Professional Sprayer. Shall be applied on places and areas where insects congregate, crawl and hide or through cracks and crevices from which they may enter.

**I.1.2 Flying insects.**

- a. Misting/fogging

**I.1.3 Other pests such as cockroaches and ants**

- a. To apply gel-baiting, where liquid treatment is not appropriate, if necessary

**I.2 RODENT CONTROL** –to control all types of rodents present in the area.

- a. Conduct pre-baiting activity to identify population and harborage areas, implement rodent eradication and control, like mechanical baiting and glue trappings.
- b. Install cage and glue traps at strategic locations in all SEC leased office areas where applicable. Apply/replace effective chemical baits, secure rodent bait stations, removal of dead rodents and spray deodorizer as need to mask the unpleasant odor of the decaying rodents.
- c. Seal gaps and holes that serve as entry and exit points of rodents. Identification of possible rodent harborage is also coordinated with the General Services Division for its removal and rectification if necessary.
- d. Weekly monitoring of the cage/glue traps and baits.

- II. **AREAS TO BE TREATED** – PICC Complex, Secretariat Building (East, West and North Wings of the Ground Floor), Second Floor Conference Rooms A & B, Third Floor and Annex Building including the Front and Back yard

III. **CHEMICALS TO BE USED** –Pesticides and chemical baits as approved by the Fertilizer and Pesticide Authority (PFA) and/or Food and Drug Administration (FDA).

Contractor shall submit a list of pesticides and chemical baits including Material Safety Data Sheet (MSDS) and Certificate of Product registration from FPA or FDA, whichever is appropriate. The list must also indicate the uses and their chemical family/ classification. Two to Three chemical families must be observed for each activity (e.g. residual spraying – two different insecticide from different pesticide family/classification).

IV. **FREQUENCY OF TREATMENT**

The Contractor shall render and perform the best quality pest control services 4x a month for one year.

**V. SCHEDULE OF SERVICES**

The CONTRACTOR shall only be allowed to carry out the pest control services on the following schedules:

- Fogging/misting - weekly (every Sunday from 7:00PM to 2:00AM)
- Residual Spraying - weekly (every Sunday from 7:00PM to 2:00AM)
- Rodent/Cat Control - weekly (every Thursday from 9:00AM to 5:00PM)

**VI. DURATION**

The contract will be for a period of one (1) year.

**VII. MINIMUM REQUIREMENTS OF THE CONTRACTOR**

1. The Contractor/Company is in the business of Pest Control and Extermination Services for the past five (5) years.
2. A member of good standing of any of the following association, (submit Certificate of Membership):
  - d. Pest Control Association of the Philippines (PCAP);
  - e. Philippine Federation of Pest Management Operators Association (PFPMOA);
  - f. Pest Exterminators Association of the Philippines (PEAP)

I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Printer name : \_\_\_\_\_  
Date : \_\_\_\_\_

---



---

**Omnibus Sworn Statement**

---

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at of *[Name of Bidder]* *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

**6. Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines. \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, affiant exhibiting to me his/her \_\_\_\_\_ *(Government issued ID name, number and validity date)*

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_

PTR No. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*