



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 38087

Date: 11/27/2020

R.F.Q. No.: 202011-8805

Delivery

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, UNIT, Pest Control Services for the period January 01, 2021 to December 31, 2021. (See attached TOR for details & reference)

*****NOTHING FOLLOWS*****

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 416,000.00

Prepared by: CLARISSE ANNE D. SALENGA ADMIN. OFFICER II

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:

TERMS OF REFERENCE FOR PEST CONTROL SERVICES

1. BACKGROUND

Relative to the efforts of DT HRAS to promote the welfare of its employees, HRAS would like to address the need for pest control to prevent contamination of working areas and food due to the harmful bacteria carried by various pests.

2. OBJECTIVE

HRAS would like to obtain expert services to control pests in the following DTI offices and warehouses:

Office	Covered Area	Address
DTI Main Bldg.	Basement – 6F	361 Sen. Gil Puyat Ave., Makati City
DTI International	Basement – 5F	385 Sen. Gil Puyat Ave., Makati City
BIS	3F	389 Sen. Gil Puyat Ave., Makati City
CB, BTIPR & PAB	GF & 5F	HPGV Building, 395 Sen. Gil Puyat Ave., Makati City
FTEB	GF – 3F	315 Sen. Gil Puyat Ave., Makati City
NCRO	GF & 2F	345 Sen. Gil Puyat Ave., Makati City
CITC Marikina	Whole Compound	20 Russet St., SSS Village, Marikina City
NCRO Area 3 (Mandaluyong)	3F	Lux Center Bldg., 986 Stanford St., cor. EDSA Mandaluyong City
DTI-FTI Warehouse	GF	Lot 94 Electronics Road, Special Economic Zone, FTI Complex, Taguig City
Chino Roces, Makati Warehouse	GF & 2F	2272 Chino Roces Ext., Makati City

3. PERIOD OF SERVICE

This TOR shall commence on January 1, 2021 and shall end on December 31, 2021.

4. SUPPLIER QUALIFICATIONS

The Outsourced Service Provider shall be engaged in the business for at least 3 consecutive years and has successfully undertaken similar treatments for at least three (3) in agencies/ companies.

5. SCOPE OF WORK & EXPECTED OUTPUT

- 5.1 The Outsourced Service Provider shall carefully examine the building and its facilities and locate areas of critical pest activity.
- 5.2 The Outsourced Service Provider shall thoroughly treat areas and/or threatened areas of infestation.
- 5.3 The Outsourced Service Provider shall ensure that all materials, equipment and labor workmanship necessary to fulfill its duty are of best quality.
- 5.4 The Outsourced Service Provider shall perform Pest Control Services on a monthly basis scheduled on the last Sunday of the month or after office hours, subject to approval of Human Resource and Administrative Service, General Services Division (HRAS-GSD).
- 5.5 In the event of re-infestation within the service period, the Outsourced Service Provider shall render additional treatment as necessary without extra cost.
- 5.6 HRAS-GSD reserves the right to approve pesticides and chemicals prior to its use.
- 5.7 The Outsourced Service Provider shall provide the following technical methods and professional pest control:

5.7.1 Cockroach Control

- 5.7.1.1 Treatment thru residual spraying fogging or misting in the suspected harborage and breeding places of cockroaches, such as pantries, toilet areas and drainages.
- 5.7.1.2 Treatment thru insecticidal solutions for cracks and crevices and hidden surfaces.
- 5.7.1.3 Residual misting and/ or praying for areas where fogging treatment is not advisable.
- 5.7.1.4 Use of Pyrethroid chemical for flushing out and determining exact locations or harborage of cockroaches.
- 5.7.2 Rodent Control**
 - 5.7.2.1 Laying of anticoagulant preparations should be placed at passageways and harborage of rats and mice. This should be based on a permanent or semi-permanent bait stations.
 - 5.7.2.2 Acute bait/ chronic rodenticides shall be used depending on the degree of infestation.
 - 5.7.2.3 Supplementary control methods such as use of mechanical traps and sticky boards, sealing of holes that may serve as entry points shall be employed.
- 5.7.3 Fly and Mosquito Control**
 - 5.7.3.1 Fogging and/ or misting shall be done in building premises according to the pre-arranged schedule of treatment.
 - 5.7.3.2 Larva dicing of known breeding places and harborage of flies and mosquitos shall be carried out.
- 5.7.4 Termite/ White Ant Mound Extermination**
 - 5.7.4.1 All termite mounds found in the above mentioned buildings shall be excavated and terminated (the queen and workers).

6. LIST OF REQUIRED CHEMICALS/ PESTICIDES/ INSECTICIDES

Outsourced Service Provider may provide other chemicals, pesticides and insecticides which may be of a better use to control pests, subject to approval of HRAS-GSD.

	DESCRIPTION	SERVICES	FREQUENCY
1	Dichlorvos Emulsifying concentrate for flying and crawling insects	Spraying	Monthly
2	Deltamethrin Emulsifying concentrate for flying and crawling insects	Misting	Monthly
3	Emamectin Benzoate Gel for cockroaches	Use of Gel	Monthly
4	Coumatetralyl Bait for rats	Baiting	Monthly
5	Rat glue, paste and use of mechanical catcher, etc.	Baiting	Monthly
6	Termiticides	Baiting	Twice a year

7. ENVIRONMENTAL, HEALTH AND SAFETY CLAUSES

- 7.1 The Outsourced Service Provider shall undertake measures to minimize the negative impact of pest control services on the environment.
- 7.2 The Outsourced Service Provider shall make every endeavor to safeguard the health and safety of the employees, contractors, clients and visitors against any perils in using the pesticides, chemicals or insecticides.
- 7.3 The Outsourced Service Provider shall provide HRAS –GSD with a “material safety data sheets” for the pesticides, chemicals, insecticides to be used in the course of carrying out the pest control services. The forms must clearly specify the:
 - 7.3.1 Trade name/ Identification of Supplier or manufacturer
 - 7.3.2 Supplier's permit number/ license number

- 7.3.3 Percentage of all active ingredients/ composition & information of ingredients
- 7.3.4 Registration number
- 7.3.5 Type of treatment
- 7.3.6 Areas to be covered with specific method of treatment
- 7.3.7 Identification of hazards
- 7.3.8 Fire- fighting measures
- 7.3.9 Accident release measures
- 7.3.10 Handling and storage procedures
- 7.3.11 Exposure control/ personal protection measures
- 7.3.12 Physical and chemical properties
- 7.3.13 Stability and reactivity
- 7.3.14 Toxicological data
- 7.3.15 Ecological information
- 7.3.16 Disposal considerations
- 7.3.17 Regulatory information and
- 7.3.18 Other pertinent information
- 7.4 All pesticides/ chemicals to be used must be in accordance with the Pesticide Regulatory Policies in the Philippines (Presidential Decree No. 1144) under the Department of Agriculture and the Bureau of Food and Drugs (BFAD).
- 7.5 The Outsourced Service Provider shall ensure that its agent, workers or employees, who apply pesticides, chemicals or insecticides must be sufficiently trained to carry out the pest control services correctly and safely.
- 7.6 The Outsourced Service Provider shall comply with the statutory code, if any, relative to the minimum active ingredients, and the use and application of the supplied pesticides, chemicals or insecticides as may be required by BFAD from time to time.
- 7.7 The Outsourced Service Provider shall provide HRAS-GSD with a statement of health and safety measures to be undertaken by the Outsourced Service Provider in performing their pest control services.

8. OTHER TERMS

- 8.1 The Outsourced Service Provider shall be fully responsible for arranging adequate insurance coverage for risks arising out of performance of its services to the DTI. A copy of the insurance shall be provided to DTI and must cover the following:
 - 8.1.1 Third party liability
 - 8.1.2 Employees' compensation and
 - 8.1.3 Other insurance which are or may be required by the Philippine Law.
- 8.2 The Outsourced Service Provider shall submit the following:
 - 8.2.1 Financial bid (in Philippine Peso) which shall not exceed the approved budget.
 - 8.2.2 Copy of valid and current Philgeps registration
 - 8.2.3 Copy of valid and current Tax Clearance issued by the Bureau of Internal Revenue (BIR).
 - 8.2.4 Copy of valid and current Mayor's permit issued by the city or municipality where the office bidder is located.
 - 8.2.5 Copy of valid and current DTI or SEC registration
 - 8.2.6 Outline of Work Plan to indicate how the requested services shall be conducted.
- 8.3 The contract will be awarded to the bidder who met all the requirements and submitted the lowest calculated quotation.
- 8.4 The commencement of services according to the Terms of Reference and submitted work plan shall be executed within three (3) calendar days from date of receipt of Notice to Proceed.
- 8.5 A penalty equivalent to one tenth of one percent (0.001) if the total value of the undelivered goods or services shall be charged as liquidated damages for every day of delay of delivery of purchased goods/ services.

- 8.6 A Quality Control Supervisor affiliated with the Outsourced Service Provider shall conduct monthly maintenance such as but not limited to:
- 8.6.1 Evaluation of effectiveness of the pest control services in coordination with the General Services Division.
 - 8.6.2 Provide free on-the-job technical training to authorized personnel or representative of General Services Division on pest control handling and application or other related matters in their services.

9. APPROVED BUDGET

The approved budget for the whole duration of the contract (1 year) is Php 416,000.00, inclusive of all taxes.

10. TERMS OF PAYMENT

The Service Fee shall be paid by the DTI to the Outsourced Service Provider on a monthly basis. Payment shall be made within 15 working days upon receipt of the Outsourced Service Provider's monthly Statement of Account.

11. INDEPENDENT CONTRACTOR

- 11.1 The Company is an independent contractor and the relation between DTI and the Company is that of client-independent contractor. The Company is neither an agent nor an employee of DTI. No employer-employee relationship exists between the Company and the DTI.
- 11.2 No Assigned Personnel shall be deemed to be the employee or agent of the DTI.

12. AMENDMENTS/ MODIFICATIONS

Unless otherwise provided herein, this TOR may be amended or supplemented only by the written TOR of the Parties through their duly authorized officers or representatives.

13. DISPUTE RESOLUTION

In the event of dispute arising out of or related to this TOR, the same shall be settled amicably between the parties. In case the parties failed to settle their dispute, the parties agree to bring the same exclusively before the court of proper jurisdiction in the City of Makati.

14. SEPARABILITY

In the event that any term or condition of this TOR shall be determined by a competent court to be invalid, in conflict with, or unenforceable under any law, rule or regulation of the Government or any subdivision thereof, such term or condition shall be deemed stricken from this TOR, but such invalidity or unenforceability shall not invalidate or render unenforceable the remainder of this TOR.

15. GOVERNING LAW

This TOR shall be governed by and construed for all purposes in accordance with Philippine law.

16. EFFECTIVITY

This TOR shall take effect upon the execution hereof and shall continue to have full force and effect until the expiration or termination of this TOR.

17. MISCELLANEOUS PROVISIONS

- 17.1 Notices required to be served under this TOR shall be made in writing and sent to the address of the party indicated in this TOR or to such other address designated by the parties in writing.
- 17.2 This TOR shall inure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 17.3 The terms and conditions herein contained, together with the terms and conditions of the other documents referred to herein, constitute the entire TOR between the Parties relating to the subject matter hereof and shall supersede all previous communications, oral or written, between the Parties with respect to the same.
- 17.4 Bid Documents shall form part of this TOR.