



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0013

CANVASS PERIOD: 07 to 12 February 2024

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT PEST CONTROL AND DISINFECTION SERVICES FOR GCG EXTENSION OFFICE A COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024.**

Attached is Purchase Request No. 24-0013 with an Approved Budget for the Contract (ABC) of Two Hundred Thousand Pesos Only (₱200,000.00). Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: ***“Submission for the procurement of One (1) Lot Pest Control and Disinfection Services for GCG Extension Office a Covering the Period Of 01 March To 31 December 2024.”***

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT PEST CONTROL AND DISINFECTION SERVICES FOR GCG EXTENSION OFFICE A COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit or 2023 Mayor's/Business Permit together with the official receipt as proof that the prospective bidder has applied for renewal;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 12 February 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT PEST CONTROL AND DISINFESTION SERVICES FOR GCG EXTENSION OFFICE A COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024 (PERIOD OF CANVASS: 07 TO 12 FEBRUARY 2024)			
Technical Specifications:	Yes	No	Comments
OBJECTIVE			
The Governance Commission for GOCCs (GCG) intends to procure Pest Control and Disinfection Services to control and to reduce the spread of diseases and protection from insects that can cause public health issues and costly damage to property.			
AREA COVERED			
1. GCG Extension Office A with office address at 17th Floor BDO Towers Valero, 8741 Paseo de Roxas, Makati City. a. Floor Area - 1,385.60 sqm.			
PARTICULARS			
2. The pest control and disinfection services shall be for a period of one (1) year from 01 March to 31 December 2024 or on a later date upon receipt of Purchase Order.			
3. The bid price must be inclusive of VAT, all fees, and other charges.			
QUALIFICATION OF THE SERVICE PROVIDER			
4. Service provider must have at least five (5) years of business experience in providing pest control and disinfection services.			
5. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS).			
6. Must provide License to Operate as Pest Control Operator from Food and Drug Administration.			

**ONE (1) LOT PEST CONTROL AND DISINFECTION SERVICES FOR GCG EXTENSION OFFICE A
COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024
(PERIOD OF CANVASS: 07 TO 12 FEBRUARY 2024)**

Technical Specifications:	Yes	No	Comments
OBLIGATIONS AND WARRANTIES OF THE SERVICE PROVIDER			
7. Service provider must conduct services within seven (7) calendar days upon receipt of the Purchase Request.			
8. Service provider shall warrant the only chemicals duly approved by the Food and Drug Administration (FDA) and/or other government agencies regulating the use and licensing of chemicals that will be used.			
9. Service provider must comply with the work schedule stated in this Terms of Reference. If there is a conflict or change of schedule, the requesting party must notify the other through email for rescheduling.			
10. Service provider must conduct service after office hours to avoid work disruptions in the GCG Main and Extension Office.			
11. Service provider must provide the list of personnel and equipment to be deployed through email to GCG Administrative Division (AD) before the conduct of service for issuance of work permit. All personnel of the service provider must be in uniform provided with appropriate identification card.			
12. Service provider must provide a service accomplishment report which indicates the scope of work complying the requirements of the GCG.			
<p>13. A Quality Control Supervisor affiliated with the contractor shall visit the GCG premises at least once a month or whenever necessary to undertake the following:</p> <ul style="list-style-type: none"> a. Coordinate with GCG's authorized representative in evaluating the effectiveness of the contractor's pest control services; and b. Serve as pest control consultant by recommending ways and means to control infestation. 			
14. Service Provider shall warrant that the services to be rendered will effectively exterminate any and all pest, insects, and rodents. GCG reserves the right to terminate the contract in should the services found to be ineffective as evidenced by the continuous presence of the aforesaid. In such case, GCG shall not be obliged to pay the service provider for services rendered.			
15. Should there be a sudden outbreak of infestation at the premises, service provider must provide on-call service in between schedule, including performing immediate special or additional service at no cost to GCG.			
16. Service Provider shall be responsible for any loss or damage of GCG properties which may be sustained through the fault the Service Provider's personnel. The GCG has the option to demand payment for the replacement value of the lost/damaged property/ies.			
17. Service provider shall be subjected to evaluation by the end-user after the performance of work.			

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COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024
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Technical Specifications:	Yes	No	Comments
SCOPE OF WORK - PEST CONTROL SERVICE			
18. Frequency of conduct – (Once a month) every last Friday of the month.			
19. Must conduct the following treatment/procedure: <ul style="list-style-type: none"> a. Crawling Insects Solution (e.g., cockroach, ants, and termites) – surface/residual spraying, and gel baiting; b. Flying Insects Solution (e.g., fly and mosquito) – misting/fogging method; and c. Rodent Solution – Rat Abatement Maintenance Program (RAMP). 			
20. Must provide ten (10) pieces of insect killer lamp			
SCOPE OF WORK - DISINFECTION SERVICE			
21. Frequency of conduct – Bimonthly (Twice a month) every first and third Friday of the month.			
22. Must conduct the following treatment/procedure: <ul style="list-style-type: none"> a. Misting Method b. Surface Wiping of High Touch Areas (e.g., handles, light switches, tables, and telephones) 			
PAYMENT TERMS			
23. All monthly billings must be stated in the Statement of Account (SOA), inclusive of VAT, all fees, and charges.			
24. SOA and other documents necessary for the billing must be submitted after the reference month.			
25. No advance payments will be allowed as provided in Section 88 of Presidential Decree 1445.			
26. GCG shall be given twenty (20) working days after the reference month to process the payment for the said billing, provided the submission of the service provider of complete documentary requirements.			
27. Payment shall be made using the Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA). However, should the payments be credited to a bank other than Landbank, any bank fees and charges shall be for the account of the service provider.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
<p>Two Hundred Thousand Pesos Only (P200,000.00).</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p>

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name of Authorized Representative

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es