



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Boulevard Corner Pablo Ocampo, Sr. Street
 Manila 1004

REQUEST FOR QUOTATION

RFQ No. : 2025-01-0002
 Date : January 31, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ, Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<p>General and Massive Pest Control Services in the DOF Building and 7th Floor, EDPC Building for CY 2025</p> <p><i>See attached Terms of Reference</i></p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit 2. PhilGEPS Registration Number</p> <p><small>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA 9184 shall remain current and updated.</small></p> <p>Additional required document to be submitted by the winning supplier before the issuance of Job Order (JO) :</p> <p>3. Duly Notarized Omnibus Sworn Statement (OSS)</p> <p><i>(For GSD Use)</i></p>	175,000.00	175,000.00
				175,000.00

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ calendar days from receipt of your valid Job Order (JO). The quotations are good up to 60 days.

Canvassed by: _____

Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



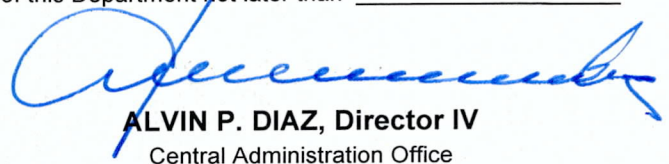
Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Boulevard Corner Pablo Ocampo, Sr. Street
 Manila 1004

REQUEST FOR QUOTATION

RFQ No. : 2025-01-0002
 Date : January 31, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ, Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<p>General and Massive Pest Control Services in the DOF Building and 7th Floor, EDPC Building for CY 2025</p> <p><i>See attached Terms of Reference</i></p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit 2. PhilGEPS Registration Number</p> <p><small>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA 9184 shall remain current and updated.</small></p> <p>Additional required document to be submitted by the winning supplier before the issuance of Job Order (JO) :</p> <p>3. Duly Notarized Omnibus Sworn Statement (OSS)</p> <p><i>(For GSD Use)</i></p>		

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ calendar days from receipt of your valid Job Order (JO). The quotations are good up to 60 days.

Canvassed by: _____

Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE

GENERAL AND MASSIVE PESTS CONTROL SERVICES FOR CY 2025
Request for Quotation No. 2025-01-0002 dated January 31, 2025

	Quantity	Unit Cost	Total ABC
General and Massive Pests Control Services for CY 2025	1 lot	₱175,000.00	₱175,000.00

Item Description	Statement of Compliance
<p>A. OVERVIEW</p> <p>The Department of Finance is looking for a Contractor that is capable of providing general and massive pest control services in the DOF Building and 7th Floor, EDPC Building for CY 2025. These services are essential to prevent the spread of diseases and damage to properties and equipment.</p> <p>B. SCOPE OF WORKS</p> <ol style="list-style-type: none"> 1. The Contractor shall supply all chemicals, tools, labor and all equipment necessary for the proper execution of pest control services. Chemicals used must comply with requirements of relevant government authorities and be the least toxic and harmless to humans. 2. All insecticides and chemicals must be used discreetly. Treatment should not cause damage or be corrosive to the equipment and electrical appliance inside the DOF Building and 7th Floor, EDPC Building. 3. The Contractor shall deploy skilled and well-trained technicians to ensure the effective treatment of pests and proper application of chemicals. 4. The Contractor's technicians shall wear a distinctive uniform that bears the Contractor's name and carry an identification card during the conduct of service. <p>C. THE PEST CONTROL SERVICES TO BE PROVIDED ARE:</p> <ol style="list-style-type: none"> 1. Cockroach and Other Crawling Insects Control <ol style="list-style-type: none"> a. Residual insecticidal spraying in areas where insect congregate, crawl and hide including cracks and crevices. b. Use phyrethroid chemicals to flush out cockroaches to determine their exact locations or harborage. 2. Rodent Control <ol style="list-style-type: none"> a. Install bait stations in hidden places and strategic locations where rodents usually search for food and roam around. b. Install cage traps, glue board and other mechanical devices to augment the baiting technique. c. Immediate collection and disposal of all dead / poisoned and trapped rats. 	

3. Flying Insect Control
 - a. Use misting machine inside DOF premises to disperse fine droplets of insecticide solution in an aerosol form, ensuring maximum penetration into hard to reach areas to control mosquitoes and other flying insects.
4. Termite Treatment
 - a. Inspection and treatment against termite.
5. Fumigation
 - a. Eliminate possible breeding grounds of mosquitoes to prevent occurrence of dengue cases/outbreaks.

D. CHEMICALS/MATERIALS TO BE USED

All chemicals to be used must conform with the requirements and standards for marketing authorization of household urban pesticides per existing regulations of Food and Drugs Authority (FDA). The list of pesticide solution must be supported by a photocopy of a valid Certificate of Product Registration or equivalent FDA documentation.

1. Dichlorvos Emulsifying Concentrate/Delta Methrin for flying and crawling insect
2. Permethrin +S/Bioallethrin for Flying Insects
3. Emamectin Benzoate Gel for Cockroaches
4. Coumatetralyl baits for rats
5. Rat Glue/Paste/Mechanical Pets Catcher, etc.

E. TERMITE TREATMENT

1. Chlorfluazuron, a Chitin Synthesis inhibitor, which is non-toxic and environmentally friendly and registered with the FDA.

F. AREAS TO BE TREATED

1. To be covered by General Pests Control
 - i. DOF Building and its premises including the Roof Deck, Basement parking area, Women's Park, Operation and Maintenance rooms and all staging area of on-going works.
 - ii. 7th Floor, EDPC Building
2. To be covered by Termites Treatment
 - i. Housekeeping Servicing Area
 - ii. Seventeen (17) AHUS Rooms
 - iii. Basement, blower's housings and stockrooms
 - iv. Roof Deck and Machine Room
 - v. Perimeter fences and boundaries
 - vi. All comfort rooms
 - vii. All electrical rooms
 - viii. And other areas that needs immediate treatment
3. To be covered by Fumigation
 - i. Gutters
 - ii. Eaves and Drains

- iii. Pots and Plants
- iv. Bathroom/Toilets
- v. Air Coolers
- vi. Garbage Bins
- vii. Basement, blower's housings and stockrooms
- viii. Roof deck and machine room
- ix. Other areas that needs immediate treatment

G. OTHER COVENANTS OF THE CONTRACTOR

1. Pest control activities shall be conducted after office hours or on weekends, twice a month, subject to the approval of the Chief Administrative Officer of the General Services Division (GSD).
2. The Contractor shall provide on-call pest control services in between schedules at no additional cost to the DOF when warranted by the situation.
3. If the Contractor fails to comply with the scope of work and other covenants therein and the services are deemed ineffective as evidenced by the continuous presence of cockroaches, mice, termites and other common house pests, the DOF reserves the right to terminate the contract upon notice to the contractor. In such case, the DOF shall not be obliged to pay for the services rendered by the Contractor.
4. The Contractor shall provide service reports detailing the work carried out, including the areas treated and the chemicals used, in coordination with the Chief Administrative Officer of the GSD.
5. A follow-up inspection shall be conducted by the Contractor two (2) days after each treatment to assess the effectiveness of the chemicals used.

H. TERM

The work to be specified in the approved Job Order or Contract shall be performed on a monthly basis commencing upon receipt until December 31, 2025.

I. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement.

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

Signature over Printed Name of the Representative

Company Name: _____

Date Signed : _____

Email/Phone No.: _____

TERMS OF REFERENCE

GENERAL AND MASSIVE PESTS CONTROL SERVICES FOR CY 2025
Request for Quotation No. 2025-01-0002 dated January 31, 2025

	Quantity	Unit Cost	Total ABC
<u>General and Massive Pests Control Services for CY 2025</u>	1 lot		

Item Description	Statement of Compliance
<p>A. OVERVIEW The Department of Finance is looking for a Contractor that is capable of providing general and massive pest control services in the DOF Building and 7th Floor, EDPC Building for CY 2025. These services are essential to prevent the spread of diseases and damage to properties and equipment.</p> <p>B. SCOPE OF WORKS</p> <ol style="list-style-type: none"> 1. The Contractor shall supply all chemicals, tools, labor and all equipment necessary for the proper execution of pest control services. Chemicals used must comply with requirements of relevant government authorities and be the least toxic and harmless to humans. 2. All insecticides and chemicals must be used discreetly. Treatment should not cause damage or be corrosive to the equipment and electrical appliance inside the DOF Building and 7th Floor, EDPC Building. 3. The Contractor shall deploy skilled and well-trained technicians to ensure the effective treatment of pests and proper application of chemicals. 4. The Contractor’s technicians shall wear a distinctive uniform that bears the Contractor’s name and carry an identification card during the conduct of service. <p>C. THE PEST CONTROL SERVICES TO BE PROVIDED ARE:</p> <ol style="list-style-type: none"> 1. Cockroach and Other Crawling Insects Control <ol style="list-style-type: none"> a. Residual insecticidal spraying in areas where insect congregate, crawl and hide including cracks and crevices. b. Use phyrethroid chemicals to flush out cockroaches to determine their exact locations or harborage. 2. Rodent Control <ol style="list-style-type: none"> a. Install bait stations in hidden places and strategic locations where rodents usually search for food and roam around. b. Install cage traps, glue board and other mechanical devices to augment the baiting technique. c. Immediate collection and disposal of all dead / poisoned and trapped rats. 	

3. Flying Insect Control
 - a. Use misting machine inside DOF premises to disperse fine droplets of insecticide solution in an aerosol form, ensuring maximum penetration into hard to reach areas to control mosquitoes and other flying insects.
4. Termite Treatment
 - a. Inspection and treatment against termite.
5. Fumigation
 - a. Eliminate possible breeding grounds of mosquitoes to prevent occurrence of dengue cases/outbreaks.

D. CHEMICALS/MATERIALS TO BE USED

All chemicals to be used must conform with the requirements and standards for marketing authorization of household urban pesticides per existing regulations of Food and Drugs Authority (FDA). The list of pesticide solution must be supported by a photocopy of a valid Certificate of Product Registration or equivalent FDA documentation.

1. Dichlorvos Emulsifying Concentrate/Delta Methrin for flying and crawling insect
2. Permethrin +S/Bioallethrin for Flying Insects
3. Emamectin Benzoate Gel for Cockroaches
4. Coumatetralyl baits for rats
5. Rat Glue/Paste/Mechanical Pets Catcher, etc.

E. TERMITE TREATMENT

1. Chlorfluazuron, a Chitin Synthesis inhibitor, which is non-toxic and environmentally friendly and registered with the FDA.

F. AREAS TO BE TREATED

1. To be covered by General Pests Control
 - i. DOF Building and its premises including the Roof Deck, Basement parking area, Women's Park, Operation and Maintenance rooms and all staging area of on-going works.
 - ii. 7th Floor, EDPC Building
2. To be covered by Termites Treatment
 - i. Housekeeping Servicing Area
 - ii. Seventeen (17) AHUS Rooms
 - iii. Basement, blower's housings and stockrooms
 - iv. Roof Deck and Machine Room
 - v. Perimeter fences and boundaries
 - vi. All comfort rooms
 - vii. All electrical rooms
 - viii. And other areas that needs immediate treatment
3. To be covered by Fumigation
 - i. Gutters
 - ii. Eaves and Drains

- iii. Pots and Plants
- iv. Bathroom/Toilets
- v. Air Coolers
- vi. Garbage Bins
- vii. Basement, blower's housings and stockrooms
- viii. Roof deck and machine room
- ix. Other areas that needs immediate treatment

G. OTHER COVENANTS OF THE CONTRACTOR

1. Pest control activities shall be conducted after office hours or on weekends, twice a month, subject to the approval of the Chief Administrative Officer of the General Services Division (GSD).
2. The Contractor shall provide on-call pest control services in between schedules at no additional cost to the DOF when warranted by the situation.
3. If the Contractor fails to comply with the scope of work and other covenants therein and the services are deemed ineffective as evidenced by the continuous presence of cockroaches, mice, termites and other common house pests, the DOF reserves the right to terminate the contract upon notice to the contractor. In such case, the DOF shall not be obliged to pay for the services rendered by the Contractor.
4. The Contractor shall provide service reports detailing the work carried out, including the areas treated and the chemicals used, in coordination with the Chief Administrative Officer of the GSD.
5. A follow-up inspection shall be conducted by the Contractor two (2) days after each treatment to assess the effectiveness of the chemicals used.

H. TERM

The work to be specified in the approved Job Order or Contract shall be performed on a monthly basis commencing upon receipt until December 31, 2025.

I. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement.

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

Signature over Printed Name of the Representative

Company Name: _____

Date Signed : _____

Email/Phone No.: _____