



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

**REQUEST FOR QUOTATION**

RFQ No. : 2025-01-0003  
 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	<b>Pest and Termite Control Services in the DOF Cottage, Baguio City for CY 2025</b>  <i>See attached Terms of Reference</i>	65,000.00	65,000.00
<b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b>  <b>1. Mayor's/Business Permit</b> <b>2. PhilGEPS Registration Number</b> <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> Additional required document to be submitted by the winning supplier before the issuance of Job Order (JO): <b>3. Duly Notarized Omnibus Sworn Statement (OSS)</b>				
<i>(For GSD Use)</i>				<b>65,000.00</b>

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.





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## TERMS OF REFERENCE

PEST AND TERMITE CONTROL IN DOF COTTAGE, BAGUIO CITY FOR CY 2025

Request for Quotation No. 2025-01-0003 dated January 31, 2025

	Quantity	Unit Cost	Total ABC
<b><u>Pest and Termite Control Services in the DOF Cottage, Baguio City for CY 2025</u></b>	1 lot	₱65,000.00	₱65,000.00

Item Description	Statement of Compliance
<p><b>A. OVERVIEW</b> In order to prevent the deterioration of the DOF Cottage in Baguio City due to termite infestation, the Department of Finance is looking for a contractor that can provide quarterly pest and termite control services.</p> <p><b>B. SCOPE OF WORK</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall supply all chemicals, tools, labor and all equipment necessary for the proper execution of pest and termite control services. Chemicals used must comply with requirements of relevant government authorities and must be harmless to humans.</li> <li>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 Cottage.</li> <li>3. The Contractor shall deploy skilled and well-trained technicians to ensure the correct application of chemicals.</li> <li>4. The Contractor's technicians shall wear a distinctive uniform that has the Contractor's name and wear identification card during the conduct of service.</li> <li>5. The Pest Control Services to be provided are the following:               <ul style="list-style-type: none"> <li>• Cockroach and Other Crawling Insects Control                   <ol style="list-style-type: none"> <li>a. Residual insecticidal spraying in areas where insect congregate, crawl and hide including cracks and crevices.</li> <li>b. Use pyrethroid chemicals to flush out cockroaches to determine their exact locations or harborage.</li> </ol> </li> <li>• Rodent Control                   <ol style="list-style-type: none"> <li>a. Install bait stations in hidden places and strategic locations where rodents usually search for food and roam around.</li> <li>b. Install cage traps, glue board and other mechanical devices to augment the baiting technique.</li> <li>c. Immediate collection and disposal of all dead / poisoned and trapped rats.</li> </ol> </li> <li>• Flying Insect Control                   <ol style="list-style-type: none"> <li>a. Use misting machine inside DOF Cottage to disperse minute droplets of insecticide solution in an aerosol range</li> </ol> </li> </ul> </li> </ol>	

to attain minimum penetration and hard to reach areas to control mosquitoes and other flying insects.

- Termite Treatment
  - a. Inspection and treatment against termite.
- Fumigation
  - a. Eliminate possible breeding grounds of mosquitoes to prevent occurrence of dengue cases/outbreaks.

**C. 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 the Food and Drugs Authority (FDA). The list of pesticide solution shall be supported by a photocopy of a valid Certificate of Product Registration or equivalent documentations for the FDA.

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.

**D. TERMITE TREATMENT**

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

**E. AREAS TO BE TREATED**

The DOF Cottage and its premises.

**F. OTHER COVENANTS OF THE CONTRACTOR**

1. Pest and termite control services shall be conducted on a quarterly basis and when the DOF Cottage is unoccupied by guests.
2. The Contractor shall provide a list of personnel at least one day prior to the scheduled treatment date for the issuance of work permit.
3. After the completion of treatment, a service report acknowledged by the DOF Cottage caretaker must be forwarded to the Central Administration Office – General Services Division located at the 7<sup>th</sup> Floor, EDPC Building, Roxas Boulevard, Malate, Manila. The service reports shall contain the detail of the work carried out and chemicals used in the DOF Cottage.
4. The Contractor's Supervisor shall visit the DOF Cottage premises two (2) days after the treatment to evaluate the effectiveness of the services undertaken. An after-service report acknowledged



by the DOF Cottage caretaker must be forwarded to the General Services Division.

5. The Contractor shall provide an on-call pest and termite control services in between schedules at no additional cost to the DOF when warranted by the situation.
6. The Contractor shall be responsible for whatever losses or damages to DOF property that they may incur during the conduct of Pest and Termite Control in the DOF Cottage.
7. In case the Contractor fails to comply with the scope of works and other covenants therein and find the services to be ineffective as evidenced by the continuous presence of cockroaches, mice, termites and other common house pest, the DOF reserves the right to terminate the contract upon notice to Contractor. In such case, DOF shall not be obliged to pay for the particular services rendered by the Contractor.
8. The Contractor shall strictly follow the required minimum safety protocols of the DOF Cottage upon entering and while in its premises. Protocols are subject to change without prior notice to the Contractor.

**G. TERM**

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

**H. PAYMENT**

The Contractor shall provide the statement of account for the rendered pest and termite control service to the General Services Division. Attached therein is the Acknowledged Service Report, After-Service Report and photos taken during the Pest and Termite Control Service in the DOF Cottage

**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.: \_\_\_\_\_

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