

Republic of the Philippines  
Department of Trade and Industry  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2020-0019

**REQUEST FOR QUOTATION  
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**ANNUAL GENERAL PEST CONTROL SERVICES FOR GOLDEN SHELL PAVILION  
AND ITS PERIMETER FOR CY 2020**  
(Please see attached *Terms of Reference (TOR)* for more details)

Approved Budget	: PHP 60,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 27 January 2020, 05:00PM
Opening of Bid	: 28 January 2020, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

*PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*

3. Notarized Omnibus Sworn Statement
4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable
5. Company Profile indicating years in the business
6. SEC Certificate or DTI Registration or CDA, whichever is applicable
7. License as Fumigator from the Fertilizer and Pesticide Authority (FDA)

*Financial Bid (2<sup>nd</sup> Envelope)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above      Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue                  Others : \_\_\_\_\_

Date: 01/17/2020

RFQ No: 2020-0019

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

Schedule of Opening of Bids: 28 January 2020 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>ANNUAL GENERAL PEST CONTROL SERVICES FOR GOLDEN SHELL PAVILION AND ITS PERIMETER FOR CY 2020</b>		
		<i>Please see attached Terms of Reference for more details.</i>		
		<b>Approved Budget for the Contract : <u>PHP 60,000.00</u></b>		
		<b>Deadline of Submission of Eligibility and Financial Documents is on 27 January 2020, 5:00PM</b>		

**Terms and Condition:**

- 1.) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax.**
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

**ATTY. ANNA GRACE I. MARPURI**  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/We have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature over printed name of the Authorized Company Representative

Designation: \_\_\_\_\_

Telephone no.(s) \_\_\_\_\_

## TERMS OF REFERENCE

1. **PROJECT TITLE** : Annual General Pest Control Services CY 2020
2. **OBJECTIVE** : To render general pest control services within of the Golden Shell Pavilion (GSP) and its perimeters. (Approx. Floor Area: GSP = 2,200 sq.m.)
3. **SCOPE OF WORK**

3.1 Render pest control and maintenance services within the CITEM offices at the Golden Shell Pavilion and and its perimeter, consisting of monthly operations for a period of **twelve (12) months** with the following frequency of services:

- a. **January to April** - Once a month
- b. **May to December** - Twice a month

The CONTRACTOR shall provide at its own cost the required personnel, equipment and materials necessary to undertake the following services, every last Sunday of the month or any other date which shall be mutually agreed upon by both parties.

**Residual Spraying** – to facilitate the penetration of highly selective knockdown chemicals directly to the critical areas such as breeding harbourages and those that may be frequented or infested by insect pest such as carpet beetles, germ-carrying roaches and ants.

**Rodent Control** – this treatment requires chemical control method. This will include baiting or placement of specifically formulated rodenticide in feeding stations.

**Misting** – performed with the use of electromistaerosol dispenser which transforms spray into microns for effective control method of flying/crawling insect pest particularly against blood-sucking bugs, flies, rat, fleas and mosquitoes. Or **Fogging** – thermal application of highly knockdown insecticidal preparation for the control of flying insect pest particularly flies and mosquitoes. This type of treatment will control insect pest hidden in the remotest areas of the buildings.

- 3.2 Present to CITEM all chemicals to be used and the through its authorized representative, CITEM may check the process and correct proportion of mixing before application. All chemicals must be FPA- approved for office/residential use.
- 3.3 Include residual spraying of the immediate perimeter of CITEM's premises.
- 3.4 If fogging will be undertaken, the CONTRACTOR shall submit to the client fogging permit before fogging is done and the Contractor shall shoulder expenses incurred therein.

3.5 For the performance of the services outlined above, The CONTRACTOR shall furnish the services of healthy, reliable, professionally trained, honest and carefully selected personnel. All such personnel shall be interpreted to mean that NO employer-employee relationship exists between CITEM and said personnel. The CONTRACTOR shall be fully and exclusively liable for any applicable labor laws vis-a-vis said personnel.

3.6 Such personnel shall wear the CONTRACTOR's official uniform and/or ID at all times within the CITEM's premises, which shall have the person's name prominently displayed to be provided by the CONTRACTOR.

3.7 CITEM may in the interest of the parties advise the CONTRACTOR to replace any personnel detailed when so warranted by the circumstances.

3.8 The parties agree that personnel of the CONTRACTOR may be subjected to on-the-spot search inspection by CITEM's security guards -on-duty whenever entering and/or leaving the premises.

3.9 The CONTRACTOR shall be liable for the losses and or damages to persons or property located within the CITEM's premises due to the fault or negligence of the CONTRACTOR, the CONTRACTOR's personnel or any other persons entering CITEM's premises upon the initiative of the CONTRACTOR's personnel.

4.0 CITEM shall have the right to deduct from the amount due to the CONTRACTOR under this contract any and all advance and damages for which the CONTRACTOR may be liable to CITEM under any provision of this contract, provided however, that before making such deduction CITEM shall notify the CONTRACTOR in writing indicating therein the grounds/reasons therefor.

4.1. The CONTRACTOR expressly agrees that for the purpose of undertaking the services subject hereof, it shall furnish at its expense, the equipment and supplies necessary for the performance of the services subject hereof, the ownership, repair and maintenance cost of said equipment shall be for the account of the CONTRACTOR.

4.2. The CONTRACTOR's fee shall not be increased for whatever cause during the effectivity of the contract. However, corresponding deductions shall be applied for areas not serviced for the month.

4.3. CITEM shall automatically deduct from the CONTRACTOR's fee any all sums required by the law, ordinances or other government rules and regulations to be deducted/withheld at source.

4.4. In rendering services, the CONTRACTOR shall act as an independent CONTRACTOR not as the agent of CITEM, maintaining complete control over its personnel detailed with the CITEM pursuant to this contract. All persons employed by CONTRACTOR in this connection shall be its own and not those of CITEM.

4.5. The CONTRACTOR shall perform the services in accordance with applicable laws, rules and regulations and generally accepted practice and procedures relative to its business.

4.6. The CONTRACTOR shall solely and exclusively liable for any injury or damage upon the personnel detailed at CITEM's premises which is not directly attributed to CITEM.

#### 4. TERM

The term of the contract shall be for a period of twelve (12) months from **January 2020 to December 2020.**

#### 5. CRITERIA FOR EVALUATION TO QUALIFY

- 5.1 Must be in the business of, and operating as pest control applicator/fumigator Company, for the last three years.
- 5.2 Filipino-owned- if sole proprietorship.
- 5.3 At least 60% interest belongs to Filipinos – if partnership
- 5.4 At least 60% of outstanding capital stock – if Filipino owned – if corporation
- 5.5 Must have valid license as Fumigator from the Fertilizer and Pesticide Authority (FPA).
- 5.6 Must have submitted and complied with all required eligibility documents
- 5.7 Must not be blacklisted or barred from bidding by any government agency, department, office or corporation.

#### 6. APPROVED BUDGET : Sixty Thousand Pesos (PhP 60,000.00).

Prepared By:

  
**REYNALDO GONZALES**  
OIC- Gen Services Div.

Approved by:

  
**ATTY GRACE I. MARPURI**  
OIC-DM, Corporate Services Dept