



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9590814
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF PEST and TERMITE CONTROL SERVICES for CY-2023
Area of Delivery Metro Manila

Solicitation Number:	NP-SVP 2023-03-171	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Pest Control Services	Date Published	22/03/2023
Approved Budget for the Contract:	PHP 77,460.00	Last Updated / Time	21/03/2023 15:22 PM
Delivery Period:	9 Month/s	Closing Date / Time	27/03/2023 10:00 AM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph		

Description

TERMS OF REFERENCE

PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR CY 2023 (9 months, April-December 2023 Contract)

I. INTRODUCTION

The Department of Tourism (DOT) annually procure a service provider for the conduct of the regular pest and termite control services for the department to ensure prevention against pest infestation in the in the entire building being rented at Makati City.

II. OBJECTIVE

To procure a Technically and Financially capable service provider to deliver the Pest and Termite Control Services requirement of the DOT for CY 2023.

III. QUALIFICATIONS OF BIDDER/SERVICE PROVIDER:

- The Service Provider must have the necessary experience and expertise in providing Pest and Termite Control

Services for the last three (3) Years;

- The Service Provider must be PhilGEPS registered;
- The Service Provider must submit the following documents together with their Bid Proposal/Price Quotation to the DOT:
 - Certificate of Satisfactory Performance from its previous/current clients attesting to the services for the last three (3) years;
 - Copy of the Certificate of Membership and/or accreditation from any of the following organizations:
 - Pest Control Association of the Philippines (PCAP);
 - Philippine Federation of Pest Management Operators Association, Inc. (PFPMOA);
 - National Pest Management Association (NPMA);
 - Federation of Asian & Oceania Pest Managers Associations (FAOPMA);
 - Food and Drug Administration of the Philippines (FDA);
 - Fertilizer and Pesticide Authority (FPA);
 - Philippine Green Building Council, and the Philippine Association of Certified Pesticide Applicators (PACPA);
- Copy of the company's current Certificate of Product Registration issued by the DOH-BFAD for the chemicals to be used; and
- Copy of Training Certificates attended by personnel/technicians who will be assigned to the DOT for the last three (3) years.

IV. DUTIES AND RESPONSIBILITIES OF BIDDER/SERVICE PROVIDER:

- The Service Provider shall provide all the labor and materials, tools and equipment, supervision and other incidentals for the comprehensive termite and general pest control of the Department. All tools and equipment shall at all times be in good working conditions;
- The Service Provider shall ensure that the scope of work and schedule of requirements are diligently rendered;
- The Service Provider shall ensure that the services to be rendered will effectively exterminate any or all pests, insects, and rodents without the visible presence and disturbing odor or smoke of fumes. In any case that the DOT finds to be ineffective on the services provided, the DOT has the right to terminate the Contract at any time and shall not be obliged to pay the contractor for the services rendered;
- The Service Provider shall ensure that all the chemical supplies and materials necessary for the implementation of the work are of the best quality, safe and approved by the Bureau of Food and Drugs (BFAD) or certified by the proper government authorities;
- The Service Provider shall ensure that all the preparations, formulation, and the use of the chemicals are in accordance with the specifications of its toxicologist and entomologist;
- The Service Provider shall provide/assign honest, skilled, and well-trained technicians/workforce to ensure proper application and treatment. All personnel assigned to the DOT must wear proper company uniforms, identification cards, and appropriate Personal Protective Equipment (PPE) and clothing while performing the services in view of the continuing threat of Covid19;
- The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illnesses, accident, and/or damage to any of its employees will take place. The Service Provider shall shoulder all the medical expenses of their personnel (if any) arising from the accidents while performing the services;
- The Service Provider shall provide an on-call service in-between schedule for immediate additional service/s if there be a sudden outbreak of infestation at the DOT premises at no additional cost;
- The Service Provider shall submit a Weekly Service Treatment Report to the GSD-Maintenance Section, indicating therein, the areas that were treated and monitored, duly confirmed/acknowledge by the GSD-Maintenance Sections' representative present during the treatment;
- The Service Provider, through its representative, shall visit the premises two (2) days after each treatment and evaluate the result of the services rendered, together with GSD representative. All concerns (if any) shall be addressed by the Service Provider immediately.
- A Quality Control Supervisor, affiliated with the contractor, shall visit the DOT premises once a month or whenever necessary to undertake the following:
 - Coordinate with the DOT authorized representatives in evaluating the effectiveness of the contract pest and terminate control services;
 - Service as pest control consultant by recommending ways and means to control infestation.

V. SCOPE OF WORK

- Areas of Treatment – The Service Provider shall ensure that the following areas/premises of the DOT are covered of the treatment:
 - All areas/offices inside the DOT Building, including the basement area, and
 - Upper Parking Area

••• FREQUENCY OF SERVICES:

WORK / ITEM DESCRIPTION:

a) INSPECTION (Pre and Post Schedule):

- Pre-inspection of the entire premises to determine the degree of the infestation, unforeseen breeding sites/harbours and entry points particularly in the drainage system, pipe chase, basement areas, electrical rooms, stock rooms, pantries, and toilets.

Schedule: Two (2) days before treatment schedule

- Post-treatment inspection to assess the effectiveness of service treatment performed.

Schedule: Two (2) days after the treatment schedule

b) FLYING and CRAWLING I/PESTS CONTROL (Work and Schedule):

- Conduct residual spraying in places and areas where insects congregate, crawl and hide, including cracks, crevices undersides of furniture, and appliances which they may enter/hide.

Schedule: 1st and 3rd Saturday of the month after office hours.

- Apply/place cockroach/insecticidal gel bait near harbourages and in all electrical rooms, kitchen cabinets, stockrooms, and comfort rooms.

Schedule: 2nd and 4th Saturday of the month.

- Misting of all offices, hallways, conference/meeting rooms, outdoor areas and other facilities.

Schedule: 1st and 3rd Saturday of the month after office hours.

- Thermal fogging of outdoor areas and other facilities.

Schedule: 1st Saturday of the month after office hours.

- Application of larvicide in stagnant water, e.g. rain drains and other possible water reservoirs, which pose as a breeding source of mosquitoes.

Schedule: 2nd Saturday of the month.

c) RODENTS (Rats and Mice) CONTROL:

- Install cage traps, glue board, snap and other mechanical devices in locations that serve as travel areas or food sources of rodents, as well as points of entry.

Schedule: 1st and 3rd Saturday of the month.

- Inspect the installed rodent glue and cage traps and dispose rats caught in the traps.

Schedule: 2 or 3 days after installation

- Inspect and replenish all bait stations.

Schedule: Twice a month

- Pre-Inspection and Post treatment results/reports shall be submitted to the General Services Division – Maintenance Section.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC) and SOURCE OF FUND:

Seventy-Seven Thousand Four Hundred Sixty Pesos only (PhP77,460.00), inclusive of applicable taxes, chargeable against FY 2023 General Appropriations Act (GAA), General Administration Expenses (GAE) Funds.

VI. CONTRACT DURATION:

1 April – 31 December 2023 (Nine months)

VII. PAYMENT PROCEDURE:

Payment to the Service Provider shall be based on actual services conducted/rendered on a monthly basis upon submission of the complete statement/billing statement, duly accomplished Service and Inspection Report, and other documentary requirements.

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Other Information

The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Required Valid Documents to be submitted:

1. Current Mayor's/Business Permit
2. PhilGEPS Number/Certificate of PhilGEPS Registration
3. Duly Notarized Omnibus Sworn Statement
4. Certificate of Satisfactory Performance from previous/current clients
5. Certificate of Membership and/or Accreditation from any of the following: PCAP, PFPMOA, NPMA, FAOPMA, FDA, FPA, PACPA, BFAD.
6. Training Certificates of the Technicians who will be assigned to DOT.

Kindly submit your quotation together with the required valid documents via email not later than March 27, 2023 (10:00 a.m)

Created by FELICISIMO EVANGELISTA MAXIMO
Date Created 21/03/2023

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