



ASTI-FM 03-10
REV 3/13 January 2020

**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**


Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Mar-30-2021, 2:00 PM		
RFQ No.:	21-03-3366	Date:	March-25-2021
PR No.:	GAA-21-02-10903	Date:	February-15-2021

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via **a)** electronic mail at bac-sec@asti.dost.gov.ph, **b)** fax message, or **c)** delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,


Digitally signed by Callao
Reynaldo Joseph Aldecoa Jr.
Date: 2021.03.25 11:05:23
REYNALDO JOSEPH A. CALLAO JR.
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Pest Control Services</p> <p>I. LOCATION</p> <p>1.1 ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.</p> <p>II. QUALIFICATION OF SERVICE PROVIDER</p> <p>The SERVICE PROVIDER must have the required experience and expertise to carry out the pest control services. The following must be submitted as part of the post-qualification:</p> <ol style="list-style-type: none"> Must be in business of Pest Control Service for the past three (3) years; Must be a member with good standing of the Pest Control Association of the Philippines (PCAP) or Philippine Federation of Pest Management Operators Association (PFPMOA) or Pest Exterminators Association of the Philippines (PEAP); Must have latest license of Pest Control Operator by Fertilizer and Pesticide Authority (FPA) or by Food and Drug Administration (FDA). Must have the following personnel to be assigned to the project who are certified by Philippine Federation of Pest Management Operators Association (PFPMOA): <ol style="list-style-type: none"> Pesticide Handlers, at least high school graduate 	1	lot	200000.00	200,000.00

with 3 years experience as technician/worker of Regular/general Pest Control Service

- b. Supervisor must have reached college level with at least 3 years experience on Regular/General Pest Control Services

III. SCOPE OF SERVICES

1. The Contractor shall render and perform the best quality pest control service for the extermination and control of disease-transmitting and destructive pests thru the use of modern methods and pesticides duly approved by the Food and Drug Administration (FDA) which shall consist of the following operations and activities:

- a. Residual spraying of long-lasting pesticide on all floor drains at bathrooms, storage rooms, conference rooms, ornamental plants, and other areas where drain pose a potential harborage. Must be odorless and non-staining.
- b. Spraying or Misting, whichever is applicable of safe and appropriate chemicals on all building floors and ground to critical areas and breeding harborages of cockroaches, ants, flies, mosquitoes and all other flying pests. With extra call at no additional cost in case of sudden infestation.
- c. Application of fast-acting gel bait, highly effective against all species of cockroaches and rat/mice specially on all rooms and offices where spraying and baiting are not applicable.
- d. Fogging within ASTI perimeter to control ants, flies, mosquitoes and other flying insect pests. With extra call at no additional cost in case of sudden infestation

2. The Contractor shall be on call whenever there is a discovery of infestation and shall perform the following operations and activities as the need arises;

- a. Rat/mice baiting – application of rat track powder and anticoagulant rodenticides to all breeding avenues of rats and mice in all rooms and offices.
- b. Gluing – application of non-poisonous adhesives laid on runways frequented by rats and mice in rooms and offices.
- c. Rat/mice trapping – applied to supplement the above, employing mechanical traps and other gadgets to catch rats and mice alive.
- d. Burrow treatment – to kill all the rats inside rat burrows found along the perimeter of the buildings and shall cover the entire ASTI grounds.
- e. Disposal of dead rats – the contractor’s pest control technician is obliged to look for the dead rat and dispose of it accordingly.

IV. OBLIGATIONS OF THE CONTRACTOR

1. Shall bind itself to fully and faithfully furnish and perform satisfactorily all work necessary in accordance with existing environmental laws and standards for the extermination and control of mosquitoes, carpet-beetles, cockroaches, ants and all other house and building pests such as rats and mice at the premises of the building.

2. Shall ensure that the technology and chemicals to be used are of known high quality, environmentally safe, effective and not hazardous to the building, its occupants and all the residents in the immediate vicinity of ASTI. Pesticide products and chemicals to be used must be duly registered with the Food and Drugs Administration (FDA) with Green Label for safety, healthy and conducive environment.

a. Initial delivery of pesticides and chemical baits to be used by the Contractor must have corresponding Materials Safety Data Sheet (MSDS). It shall also be responsible for the disposal of empty pesticide containers, unused pesticides and expired pesticides (if any).

3. Shall respond to calls within twenty-four (24 hours) for immediate service to ASTI. Likewise, shall immediately undertake remedial measures to arrest the spread of pest/termites discovered in certain areas while in the process of spraying and applying chemical baits at no additional cost to ASTI. Such remedial measures taken shall be reported to ASTI for inclusion in the intensive treatment and elimination of termites using the baiting system.

4. Shall submit certification that it will provide and supply, at its own expense, all personnel, supplies, tools, and equipment necessary for the faithful performance of its obligations under this Contract. The Contractor shall notify the ASTI-Property and Supply Section of the chemicals/solutions to be used for inspection, for approval prior to conduct of the activity.

5. Shall ensure safe, reliable and effective pest control services.

6. There shall be no employer-employee relationship between the Agency and the Contractor and any of its personnel and agents. It shall maintain efficient and effective discipline over its employees. ASTI may request imposition of disciplinary actions against its erring employees.

7. Shall provide price breakdown of cost of services to be rendered as well as bill of materials, if applicable.

V. CONTRACT DURATION

1. The contract shall be effective until 31 December 2021.

2. The quarterly rate, inclusive of taxes and other charges, is fixed for the duration of the contract.

3. Schedule of Pest Control shall be as follows:

a. Main Pest Control – 14 April 2021 (tentative)

Follow-up Treatment – 28 April 2021 (tentative)

b. Main Pest Control – 23 May 2021

Follow-up Treatment – 06 June 2021

c. Main Pest Control – 15 August 2021

Follow-up Treatment – 29 August 2021

d. Main Pest Control – 14 November 2021

Follow-up Treatment – 28 November 2021

e. Fogging – every 3rd Saturday of the Month (Tentative)

VI. PROOF OF SERVICES RENDERED

1. Pest control services shall be done in the presence of the designated representative of ASTI and shall validate that the work is satisfactorily undertaken.

2. The Contractor shall ensure, once the services are accomplished, that the head of department or section head or authorized staff, where the pest control is done, shall sign the service acknowledgement report from over his/her printer name as proof that services are rendered.

3. Contractor shall issue a quarterly certificate of treatment, certifying the areas/location has been serviced, based on the attached service acknowledgment, report, as part of the attachment to their quarterly billing statement.

VII. WARRANTIES

1. The Contractor warrants that it shall perform the obligations herein contracted and has the manpower, equipment and facilities necessary to comply with the above service requirements of ASTI.

2. At any and all times, the Contractor shall exercise control and supervision over its employees deployed in ASTI and shall be directly, primarily and solely responsible for any damages or liabilities that its employees may cause or incur.

3. The Contractor shall comply with all the rules and regulations pertaining to labor and employment including the payment of wages and any allowances or remuneration prescribed by the law to its employees. The Contractor/Bidder shall free ASTI from any and all such liabilities and claims arising there from.

4. The warranty for the General Pest Control Services shall be for the entire duration of this contract.

VIII. PAYMENT SCHEDULE

Payment to the Service Provider shall be made on a monthly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service and inspection report forms and other documentary requirements.

IX. LIQUIDATED DAMAGES

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the Contract Price by the winning Service Provider. ASTI reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

X. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions

to the Contract must be in writing, signed and acknowledged by the Parties.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 200,000.00

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation
 - ✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:
 - PhilGEPS Registration Number
 - Mayor's Permit
 - For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.
2. Upon issuance of Notice of Award (NOA)
 - ✓ Omnibus Sworn Statement
 - Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.
 - ✓ Income/Business Tax Return
 - Applicable only for: **a)** bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and **b)** bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For Procurement of Infrastructure

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For Procurement of Consulting Services

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. For all kinds of procurement, the bidder who passed the bid evaluation, shall submit a duly notarized Omnibus Sworn Statement upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery; and
5. The DOST-ASTI reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all

proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.

TERMS OF REFERENCE

PEST CONTROL SERVICES FOR THE ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE (ASTI) BUILDING OFFICE PREMISES AND GROUNDS

I. LOCATION

1.1 ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.

II. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the project is Two Hundred Thousand Pesos (₱200,000.00), inclusive of all applicable government taxes and services charges.

III. QUALIFICATION OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to carry out the pest control services. The following must be submitted as part of the post-qualification:

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