



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	May-16-2022, 2:00 PM		
RFQ No.:	22-05-3836	Date:	May-11-2022
PR No.:	GAA-22-04-13574	Date:	April-18-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

BAYANI BENJAMIN R. LARA

BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Pest Control Services for EPDC</p> <p>I. LOCATION</p> <p>1. Electronics Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.</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> <p>1. Must be in business of Pest Control Service for the past three (3) years;</p> <p>2. 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);</p> <p>3. Must have latest license of Pest Control Operator by Fertilizer and Pesticide Authority (FPA) or by Food and Drug Administration (FDA);</p> <p>4. Must have the following personnel to be assigned to the project who are certified by Philippine Federation of Pest Management Operators Association (PFPMOA):</p>	1	lot	178460.00	178,460.00

4.1. Pesticide Handlers, at least high school graduate with 3 years experience as technician/worker of Regular/general Pest Control Service;

4.2. 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:

1.1. 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.

1.2. 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.

1.3. 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.

1.4. Fogging within EPDC 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:

2.1. Rat/mice baiting – application of rat track powder and anticoagulant rodenticides to all breeding avenues of rats and mice in all rooms and offices.

2.2. Gluing – application of non-poisonous adhesives laid on runways frequented by rats and mice in rooms and offices.

2.3. Rat/mice trapping – applied to supplement the above, employing mechanical traps and other gadgets to catch rats and mice alive.

2.4. Burrow treatment – to kill all the rats inside rat burrows found along the perimeter of the buildings and shall cover the entire EPDC grounds.

2.5. 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 EPDC. 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.

2.1. 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 and EPDC. 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 2022.

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:

3.1. Main Pest Control – 07 May 2022 (tentative)

3.1.1. Follow-up Treatment – 21 May 2022 (tentative)

3.2. Main Pest Control – 06 August 2022

3.2.1. Follow-up Treatment – 20 August 2022

3.3. Main Pest Control – 05 November 2022

3.3.1. Follow-up Treatment – 19 November 2022

3.4. Fogging – every 3rd Saturday of the Month from May up to Month of December

3.4.1. For months with scheduled quarterly Follow-up Treatment, Fogging shall be conducted on the same date.

VI. PROOF OF SERVICES RENDERED

1. Pest control services shall be done in the presence of the designated representative of EPDC 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 EPDC 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

1. 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

1. 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.
2. 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.
 - 1.1. 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 (ABC):

Php 178,460.00

GUIDELINES

A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
 - a. Computer and electronic equipment and its accessories or peripherals
 - b. Software applications, programs, and digital licenses
 - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

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, 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
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

For Procurement of Infrastructure

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
 - c. Valid PCAB License
2. Upon issuance of NOA
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

*Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.

**Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.

***For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
3. Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184;

and

4. *The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*