



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Small-value Procurement		
Deadline of Submission of Bids:	Jan-23-2026, 2:00 PM		
RFQ No.:	26-01-5553	Date:	January-19-2026
PR No.:	GAA-26-01-22590	Date:	January-05-2026

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.

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Pest Control Services</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain pest control in DOST-ASTI building and premises.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges.</p> <p>1.2.3. Breakdown of quotations for DOST-ASTI and Electronic Product Development Center (EPDC) per service, which must be within the ABC per location, must be submitted to the BAC Secretariat.</p> <p>2. LOCATION</p> <p>2.1. DOST-ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.</p> <p>2.2. EPDC Building and grounds located at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig.</p> <p>3. QUALIFICATIONS OF SERVICE PROVIDER</p>	1	lot	650000.00	650,000.00

3.1. The service provider must have the required experience and expertise to carry out the pest control services. The following must be attached upon submission of quotations:

3.1.1. Must be in business of Pest Control Service for the past three (3) years;

3.1.2. Must provide Certificate of Product Registration, Pesticide Registration, and License to Operate from Food and Drug Administration (FDA), manufacturer, trader or distributor for pesticide product per evaluation of its safety, efficacy and quality that permits its manufacture, importation, distribution, and use issued by FDA. Submission must be ten (10) calendar days upon issuance of Notice to Proceed (NTP).

3.1.3. The pesticide product shall contain a maximum of three (3) active ingredients and all active ingredients for use shall be registered with the FDA. If such active ingredient/s has current and valid registration with the Food and Pesticide Authority (FPA), the FDA shall recognize the FPA as such active ingredients.

3.1.3.1. If the active ingredient is sourced from a foreign country, the service provider must submit at least one of the following: the Certificate of Free Sale issued by the National Regulatory Authority of country of origin, Certificate of Good Manufacturing Practice based on international manufacturing standards, Manufacturing license, and ISO Certificate related to manufacturing.

3.1.3.2. In lieu of in vivo and in vitro animal testing, Globally Harmonized System of Classification and Labelling of Chemicals (GHS) bridging principles may be applied as long as the hazard categories of each ingredient in concentration greater than or equal to one percent (1%) are known, unless there is evidence that the concentration less than 1% are hazardous. Any related references compliant with GHS is accepted.

3.1.4. Must be a member with good standing of any of the following and evidence must be submitted ten (10) calendar days upon issuance of NTP:

3.1.4.1. Pest Control Association of the Philippines;

3.1.4.2. Philippine Federation of Pest Management Operators Association (PFPMOA);

3.1.4.3. Pest Exterminators Association of the Philippines; or

3.1.4.4. Kapisanan ng mga Pest Control Operators sa Pilipinas, Inc.

3.1.5. Must have latest license of Pest Control Operator by FPA or FDA.

3.1.6. Must have the following personnel to be assigned to the project who are certified by PFPMOA, in which documents/evidence must be submitted ten (10) calendar days upon issuance of NTP, viz:

3.1.6.1. Pesticide handlers of at least high school graduate with three (3) years experience as technician/worker of regular/general pest control service; and

3.1.6.2. Supervisor must have reached college level with at least three (3) years experience on

regular/general pest control services.

3.1.7. Delivery of pesticides and chemical baits to be used by the service provider must have a corresponding Safety Data Sheet that provides important physical characteristics, and ecological, safety, and toxicological information on chemical substances or mixtures of ingredients used. It shall also be responsible for the disposal of empty pesticide containers, unused pesticides, and expired pesticides, if any.

3.1.7.1. Must provide bio-efficiency test, a scientific study to show, demonstrate, or substantiate a claim of efficacy against pest/s to be used by service provider, and toxicity study, which contains sets of data or information from an experiment for risk assessment and risk analysis of the product, if any.

4. SCOPE OF SERVICES

4.1. The service provider shall render and perform the best quality pest control service for the extermination and control of disease-transmitting and destructive pests using modern methods and pesticides duly approved by the FDA, which shall consist of the following operations and activities:

4.1.1. 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.

4.1.2. 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.

4.1.3. Application of fast-acting gel bait, highly effective against all species of ants, cockroaches and rat/mice, especially on all rooms and offices where spraying and baiting are not applicable.

4.1.4. Misting or fogging within DOST-ASTI and EPDC perimeter to control ants, flies, mosquitoes and other flying insect pests. With extra call at no additional cost in case of sudden infestation.

4.1.5. Treatment of termite infested areas by chemical solution and/or baiting system.

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

4.2.1. Rat/Mice baiting, trapping, and gluing – application of rat track powder, anticoagulant rodenticides, employing mechanical traps and other gadgets, application of non-poisonous adhesives to all breeding avenues, runways frequented by rats/mice in all rooms and offices.

4.2.2. Burrow treatment and disposal of dead rats– to kill and look for all the rats inside rat burrows and other areas found along the perimeter of the buildings and shall cover the entire DOST-ASTI and EPDC grounds and dispose of it accordingly.

4.2.3. Spot Treatment - Spot treating the timber will stop the termites from attacking the wood in other areas. Spray treatments could be in the crawlspace, cracks or crevices and parts of the framing of the structure.

5. OBLIGATIONS OF THE SERVICE PROVIDER

5.1. Shall bind itself to fully and faithfully furnish and perform satisfactorily all work necessary following 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.

5.2. 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 near DOST-ASTI and EPDC. Pesticide products and chemicals to be used must be duly registered with the FDA with Green Label for safety, healthy, and conducive environment.

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

5.4. 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.

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

5.6. Shall provide a price breakdown of the cost of services, as well as bill of materials, if applicable.

5.7. Shall notify DOST-ASTI Property and Supply Section of chemicals/solutions to be used for inspection, for approval, prior to conduct of activity.

6. CONTRACT DURATION

6.1. The contract shall commence upon issuance of Purchase Order and NTP until December 2026.

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

6.3. Schedule of Pest Control for DOST-ASTI shall be as follows:

6.3.1. General Pest Control – To be conducted on the first Saturday following the issuance of the Notice to Proceed (NTP), and subsequently every third Saturday of each month for a duration of twelve (12) months.

6.3.2. Fogging

6.3.2.1. Conducted along with General Pest Control.

6.3.3. Termite Treatment/Inspection

6.3.4.1. Conducted along with General Pest Control.

6.4. Schedule of Pest Control for EPDC shall be as follows:

6.4.1. General Pest Control – To be conducted on the first Saturday following the issuance of the Notice to Proceed (NTP), and subsequently every fourth Saturday of each month for a duration of twelve (12) months.

6.4.2. Fogging

6.4.2.1. Conducted along with General Pest Control.

7. PROOF OF SERVICES RENDERED

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

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

7.3. Service provider 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.

8. WARRANTIES

8.1. The service provider 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 DOST-ASTI and EPDC.

8.2. At any and all times, the service provider shall exercise control and supervision over its employees deployed in DOST-ASTI and EPDC and shall be directly, primarily and solely responsible for any damages or liabilities that its employees may cause or incur.

8.3. The warranty for the General Pest Control Services shall be for the entire duration of this Contract.

9. PAYMENT SCHEDULE

9.1. Payment to the service provider shall be made monthly upon acceptance of DOST-ASTI and EPDC, subject to the submission of billing statement, duly accomplished service and inspection report forms, and other documentary requirements.

10. LIQUIDATED DAMAGES

10.1. Non-compliance with the terms and conditions stated in the Contract will result in the payment of

corresponding penalties/liquidated damages pursuant to Republic Act (RA) No. 12009 and its Implementing Rules and Regulations (IRR). DOST-ASTI and EPDC reserve the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.

11. OTHER TERMS AND CONDITIONS

11.1. The Contract may be extended, renewed, and amended subject to the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

11.2. Should there be any discrepancy between the purchase request and the Term Sheet, the provisions set forth in the latter shall prevail.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 650,000.00

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/NUMBERS 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 Section 34 (Small Value Procurement) and Section 35 (Negotiated Procurement) of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the following documents shall be submitted, except for Negotiated Procurement under Sections 35.1 (Two Failed Biddings) and 35.5 (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

C. Upon submission of quotation

1. Valid PhilGEPS Registration Number / Organization ID
2. Valid Mayor's/Business Permit
3. Valid PCAB License

D. Upon issuance of NOA

1. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
2. Income/Business Tax Return (For ABCs above P500,000.00)

** Requirements under Section 35.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the IRR of RA No. 12009 will not apply to artists such as singers, performers, poets, writers, painters, and sculptors who are engaged in business.*

***Requirements under Section 35.9 (Lease of Real Property or Venue) of the IRR of RA No. 12009, 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, a 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 in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 71.1.4 of the IRR of RA No. 12009; 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.*