



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

**REQUEST FOR QUOTATION
PEST CONTROL**

29 January 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure services for PEST CONTROL.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 02 February 2021**.

The service providers/suppliers must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard, Pasay City

Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
National Privacy Commission
(02) 8234-2228 loc. 127

¹ **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please ensure submission of the necessary attachments:

1. **If sole proprietorship:** duly notarized Special Power of Attorney (for authorized representative)
2. **If partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement and its attachment must specifically state the name of this procurement.



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TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 165,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <ol style="list-style-type: none"> 1. Scope of work 2. Warranty/guaranty 3. Terms of payment 4. Contractor qualification 			
TOTAL					

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Payment shall be monthly upon receipt of billing invoice.

CONFORME: _____
 (Name of Supplier/Provider/Date)

BY: _____
 (Name/Position/Signature of Representative/Date)



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TERMS OF REFERENCE
General Pest Control

1. COVERAGE

The project covers general pest control and maintenance of the National Privacy Commission (NPC) Office located at the 5th floor, Delegation Bldg., Philippine International Convention Center, Pasay City.

2. DURATION

The program will cover CY2021 with the delivery of services to start from the signing of Work Order until 31 December 2021.

3. Approved Budget for the Contract: P 165,000.00

4. SCOPE OF WORK

The CONTRACTOR shall provide the NPC the following services as stipulated:

- 4.1 At least twelve (12) pest treatments for the contract duration
- 4.2 To conduct thorough survey and inspection of its premises to pinpoint pest infestations such as rodents, flies, mosquitos, cockroach etc.
- 4.3 Provision of treatment for the pests identified during survey and inspection and installation of control mechanisms for pest exclusion and prevention.
- 4.4 Monthly pest treatment, monitoring and assessment of the National Privacy Commission Office, its premises for signs of infestation.

5. WARRANTY/GUARANTY

- 5.1 Contractor shall, conduct treatments every last Saturday of the month and provide service and maintain general pest control for the National Privacy Commission Office;
- 5.2 The contractor shall provide all the materials/chemicals and other supplies needed for the pest control program;
- 5.3 All treatment shall be guaranteed for a period of one (1) year.

6. TERMS OF PAYMENT

Monthly payments upon receipt of billing invoice.

5th Floor, Ang Klusok Hall, PCCC Delegation Building, PCCC Complex, Roxas Boulevard Manila 1307
URL: <http://npc.ncc.gov.ph> Email Add: info@privacy.gov.ph



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7. The Contractor Qualification

- 7.1 The Contractor shall submit the latest business permit showing that its primary business is pest control services and be at least five (5) years experience in the business.
- 7.2 The Contractor shall submit its PhilGEPS Registration Number.
- 7.3 The Contractor shall submit the latest Accreditation Certificate from the Philippine Federation of Pest Management Operators Associations' Inc. (PFPMOA) and Latest Training Certificate of Pest Control Technicians from (PFPMOA).
- 7.4 The Contractor Shall provide Certificate of Product Registration of pesticides to be used in the National Privacy Commission Office from the regulating Body which is the Food and Drug Administration (FDA) and Material Safety Data Sheet (MSDS) from the Distributor or Manufacturer.

Prepared by:

Sgd. 
MARIA DONABELLA A. TAVORA
SAC, Administrative Services Division

Approved by:

Sgd. 
MARIA DELIA S. PRESQUITO
Chief, Administrative Services Division