Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	RFQ No. GSD 2025-24
Date	April 08, 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Sec. 53.9** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Item No.	Quantity	Procurement for the Pest Control Services for PEZA Head Office (6 months contract)	Approved Budget for the Contract (ABC) (PhP)
1	1 Lot	**Pest Control Services for PEZA Head Office (6 months contract)**	**108,199.98**
Deadline of Submission of Bid: April 16, 2025 05:00PM			

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **General Administrative Services Department, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K under small value only *Note: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.*
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Terms of Reference (Annex B), and Terms and Conditions (Annex C).

For any clarification, you may contact **General Administrative Services Department (GASD) at 8551-3451 loc. 336 or email us at gasd@peza.gov.ph**

NILDA T. LUMAPAK
OIC-DM
General Administrative Services Department (GASD)

RFQ No.	GSD 2025-24

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

NILDA T. LUMAPAK
OIC-Deparment Manager
General Adminitrative Services Department (GASD)
9th Floor Double Dragon Center, West Building,
Macapagal Avenue, Pasay City

Dear Ma'am,

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s **(inclusive of VAT)** for the following items:

Item No.	Description	*(A)* Quantity	*(B)* Unit Price (PhP)	*(A x B)* Total Bid Price (PhP)
1	**Procurement for the Pest Control Services for PEZA Head Office (6 months contract)** **Please refer to Annex B for the complete terms of reference.**	1 Lot		

NAME OF STORE : _____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

_____

TIN : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: _____

INSTRUCTIONS:

(1) Accomplish this Form (Annex A) correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified.

Annex "B"

Terms of Reference

Procurement for the Pest Control Services for PEZA Head Office

Item No.	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
	A. PEZA Office Building Location	
	8th, 9th and 10th Floor, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
	B. Areas Covered	
	8th Floor, with an approximate area of 2,190.03 sq.m.	
	9th Floor, with an approximate area of 2,190.03 sq.m.	
	10th Floor, with an approximate area of 2,190.03 sq.m.	
	The application of pest control shall cover all areas leased by PEZA in the building stated in Item A, including all furniture, partitions, cabinets, shelves, drawers, pantries, corners, walls, storage, comfort rooms, closets, stockrooms, planter boxes, ceilings, and other surfaces where pest possibly thrive.	
	C. Scope of Work	
	The Contractor shall provide the client with professional services, labor, safe and appropriate chemicals, equipment, supervision and other related works, necessary in the performance of required pest control services such as, but not limited to the following services briefly described hereinafter:	
	1. **Control of Crawling Insects (Ants and Cockroaches).** - **Residual Insecticidal Spraying**. Safe and appropriate chemicals focusing on cracks and crevices, pantry, floor drains, plumbing, bathrooms, utility rooms, drainage system, trash bins, behind and underneath of equipment, storage area, office area, and other areas where potentially susceptible to insect infestation. - **Gel Baiting.** This will be applied to areas such as cabinet hinges, pantry area, food storage area, kitchen sinks, pipes, storage area, electrical outlets and switches, etc where insecticides spraying is not applicable.	
	2. **Control of Flying Insects** - **ULV Misting.** Misting will be performed in places where adult mosquitoes and filth flies found. This treatment will focus on walls, bathrooms, storerooms, hallways, dark areas, trash bins and ornamental plants.	
	3. **Control of Rodents** **-Cardboard/Glue Trap**. Extremely sticky adhesive to be placed on the possible runways, food source, take shelter and other possible entries. - **Cage Trap if necessary**. Metal cage box shaped that is designated primarily to catch mice/rat. Food bait should put inside the cage.	

Item No.	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
	D. Frequency of Service	
	1. Twice a month treatment (Spraying, Misting, Gel Baiting, Sticky traps)	
	2. Pest control services shall be undertaken in Saturdays or Sundays or Holidays only.	
	E. Chemical Usage -Chemicals must be altered every month or every two months to avoid pest-resistance in chemicals. Only FDA approved chemicals are to be used in the treatment. The volume of chemicals per treatment must be based on the labelled mixture proportion and on material safety data sheet.	
	F. Other Conditions	
	1. The Contractor shall assign only competent service technicians to render pest control treatment complete with uniforms, safety gadgets and identification card (ID) and under the strict supervision of the company's licensed supervisor.	
	2. The Contractor binds itself to observe the normal safety standards during the implementation of the pest control activity.	
	3. The Contractor shall be responsible in the proper disposal of all the materials and other paraphernalia no longer to be used and these should be taken out from the PEZA premises and the building.	
	4. The Contractor agrees to provide call back services upon short notice to deal with sudden outbreak of pest infestation between the regular and scheduled visits.	
	5. The Contractor shall be responsible in securing permits from the local government when a fumigation activity is scheduled, if necessary.	
	6. The Contractor shall, during every activity, coordinate with the Authority's representative for any on-site instructions deemed necessary, or as the case may arise.	
	7. Payment for the services rendered by the Contractor shall be upon the presentation/submission of accomplishment report and Statement of Account (SOA)/Service Invoice.	
	8. Coverage of the contract for pest control services shall be for a period of Six (6) months. The contract shall be automatically extended on a month to month basis under the same terms and conditions until a new contract is awarded.	
	9. The Contractor shall submit satisfactory results from at least three (3) client (Year of coverage: 2023-Present)	

AUTHORIZED SIGNATORY: _____

(Signature Over Printed Name)

DATE : _____

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up Forms (Annexes A and B) manually or thru email at the following address;

  Manually: GSD Office, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

  Email Address: gasd@peza.gov.ph

- Delivery Period: 15 calendar days upon receipt of NOA/ Contract/ PO/ WO or on the scheduled services.
- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.
- Winning Bidder must deliver the items/services to the following address:
  - 8th, 9th & 10th floors Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City