Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	GSD-2026-05-22
Date	25 May 2026

REQUEST FOR QUOTATION
(Small Value Procurement)

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

Name of Procurement Project	**Procurement for the Pest Control Services for PEZA Head Office**
Description/Specifications	**(Please refer to the attached Annex B)**
Approved Budget for the Contract (ABC)	**PhP595,990.12**
Deadline of Submission of Bid:	**01 June 2026 at 05:00PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" and "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
  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)*
- ✓ Business and Annual Income Tax Return for ABC above 500K
  Note:
  - **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR) **and**

- **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications / 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**

ENGR. RJAY M. BINARAO
Acting Division Chief
General Services Division (GSD)

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ENGR. RJAY M. BINARAO
Acting Division Chief
General Services Division (GSD)
9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City

Dear Sir,

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:

Lot No.	Description	Unit Price / Month	Total Bid Price (1 year)
1	Pest Control Services for PEZA Head Office (1 year contract)		

COMPANY/CLINIC NAME : _____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

_____

BIR TIN : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT- registered or non-VAT?: _____

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"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

Procurement for the Pest Control Services for PEZA Head Office

Instructions: Bidders shall indicate "Comply" or "Not Comply" for every item listed below and shall state the specific page number(s) of their proposal or technical documents where compliance with the requirement is demonstrated.

Item No.	Qty	[REQUIREMENT/DESCRIPTION/INFORMATION]	**Statement of Compliance** (State whether "Comply" or "Not Comply")
1	1 Lot	Pest Control Services for PEZA Head Office (1 year contract)	
		A. PEZA Office Building Location	
		Roxas Boulevard corner San Luis St., Brgy. San Jose Pasay City	
		B. Areas Covered	
		Ground Floor, with an approximate area of 1,167.04 sq.m.	
		2nd Floor, with an approximate area of 1,123.96 sq.m.	
		3rd Floor, with an approximate area of 1,644.30 sq.m.	
		4th Floor, with an approximate area of 1,361.39 sq.m.	
		5th Floor, with an approximate area of 1,636.77 sq.m.	
		6th Floor, with an approximate area of 1,087.50 sq.m.	
		7th Floor, with an approximate area of 1,087.50 sq.m.	
		8th Floor, with an approximate area of 1,087.50 sq.m.	
		9th Floor, with an approximate area of 1,087.50 sq.m.	
		10th Floor, with an approximate area of 1,087.50 sq.m.	
		11th Floor, with an approximate area of 1,087.50 sq.m.	
		12th Floor, with an approximate area of 1,087.50 sq.m.	
		14th Floor, with an approximate area of 1,031.84 sq.m.	
		Mezzanine Floor, with an approximate area of 699.09 sq.m.	
		Roofdeck, with an approximate area of 1,227.51 sq.m.	
		Fan Deck, with an approximate area of 149.87 sq.m.	
		The pest control services shall cover all PEZA-owned areas specified in Item B. This includes, but is not limited to, all lobbies, parking areas, restrooms, shower rooms, telco and IT rooms, ramps, pump rooms, mechanical and electrical rooms, control rooms, workshop/motorpool areas, fire exits, executive lounge, lounge areas, canteen, kitchen, one-stop shop, leasable areas, closets, office spaces, function hall, multipurpose areas, storage rooms, auditorium, backstage areas, deck, mezzanine, as well as furniture, partitions, cabinets, shelves, drawers, corners, walls, stockrooms, planter boxes, ceilings, and any other surfaces where pests may potentially thrive.	
		C. Scope of Work	
		The Contractor shall provide the Client with professional pest control services, including labor, FDA-approved chemicals, equipment, supervision, and related materials necessary to perform pest control services such as, but not limited to the following services briefly described hereinafter:	

		1. **Control of Crawling Insects (Ants and Cockroaches).** ❖ **Residual Spraying.** Application of safe and appropriate residual insecticides targeting cracks and crevices, pantries, floor drains, plumbing areas, bathrooms, utility and storage rooms, mechanical rooms, office areas, lobbies, drainage systems, trash bins, and other areas prone to insect infestation.	
		❖ **Gel Baiting.** Placement of gel bait in areas where spraying is not suitable, such as cabinet hinges, pantry and food storage areas, kitchen sinks, pipes, storage areas, IT and telco rooms, and electrical outlets and switches.	
		2. **Control of Flying Insects** ❖ **ULV Misting (enclosed spaces) or Mist Blowing (outdoor).** Misting treatment in areas where adult mosquitoes and flies may be present, including parking areas, multipurpose halls, open spaces, walls, bathrooms, storage rooms, dark areas, trash bins, and ornamental plants.	
		3. **Control of Rodents** ❖ **Cardboard/Glue Trap**. Installation of extremely sticky adhesive along rodent runways, entry points, and areas where food and shelter are present.	
		❖ **Cage Trap (as necessary).** Use of metal cage traps with food bait for capturing rats and mice.	
		D. Frequency of Service	
		1. Twice a month general treatment (Spraying, Misting, Gel Baiting, Heat Gun-if necessary, Sticky traps, Cage trap).	
		2. Pest control services shall be undertaken in Saturdays, Sundays or Holidays only.	
		E. Chemical Usage	
		Chemicals shall be rotated monthly or every two months to prevent pest resistance. Only FDA-approved products shall be used, and all chemical volumes must follow the manufacturer's labeled mixture proportions and Material Safety Data Sheet (MSDS) guidelines.	
		F. Other Conditions	
		1. The Contractor shall deploy only competent technicians in proper uniform, equipped with safety gear and company IDs, under the supervision of a licensed supervisor.	
		2. The Contractor shall observe all standard safety protocols during service execution.	
		3. The Contractor is responsible for the proper disposal of used materials and must remove all waste from the premises after each service.	
		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 One (1) Year. The contract shall be automatically extended on a month to month basis under the same terms and conditions until a new contract is awarded.	
		G. Additional Requirement	
		The Contractor must submit satisfactory performance certifications or equivalent documents from at least three (3) clients, covering services rendered from 2024 up to the present.	

**Include copy of proposal/photo of the product if applicable*

We hereby commit to deliver the specified goods in full compliance with the technical specifications / terms of reference and quality standards required by the procuring entity. We ensure that all items will be delivered in good condition, free from defects, and in accordance with the agreed terms and conditions.

AUTHORIZED SIGNATORY: _____

(Signature Over Printed Name)

DATE : _____

ANNEX "C"
Terms and Conditions

I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-out Forms (Annexes A and B) and the documentary requirements manually at the following address; **Manually**: *Philippine Economic Zone Authority, 10th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City*
III.	**DELIVERY PERIOD**	Delivery Period: within 15 calendar days upon receipt of NTP/ Contract/ PO/ WO (Please refer to Annex B for the details)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: * *PEZA Almeda Bldg San Luis St Cor Roxas Blvd Pasay* **For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product services to be delivered (please refer to format provided attached as Annex D via hard copy and excel file to be submitted at the email reflected in this RFQ.*