



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
 SRDC Bldg., Elliptical Road corner Visayas Avenue,  
 Diliman, Quezon City 1101

**REQUEST FOR QUOTATION**

**INSTRUCTIONS:**

- Bidder shall read the instructions and fill all the blanks properly.
- Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
- Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
- Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
- If applicable, offered brand name and model shall be specified.
- Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
- Bid proposal shall be **submitted manually on or before the deadline to the Bids and Awards Committee Secretariat office at BSWM, SRDC Bldg., Elliptical Road corner Visayas Avenue., Quezon City or electronically through procurement@bswm.da.gov.ph.**
- Late Bids will not be accepted.
- Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

**FOR SMALL VALUE PROCUREMENT:**

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid )
- Revised Notarized Omnibus Sworn Statement (for total ABC above PhP50K) validity within 3 months upon submission
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of LTFRB (Franchise) for Vehicle Rental
- NFCC (Infra)

**TERMS OF REFERENCE:**

**Type of Procurement: Goods/Services**  
**Mode of Procurement: Small Value**  
**Deadline for Submission of Bids (Date and Time): April 15, 2024 at 12:00PM**

<b>PR No. :</b> <u>2024-01-0040</u>	<b>End-User:</b> BGA	<b>Total ABC:</b> 950,900.00
<b>Source of Fund:</b> Regular Fund	<b>Term of Payment: Progress Billing</b> payment shall be made every completion of delivery/services and submission of documentary requirement per accounting and auditing rules.	

<b>NOTE: Please fill-out all fields.</b>	<b>Delivery Requirements: May to December 2024</b>
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Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
1	lot	PEST CONTROL SERVICES OF BSWM for CY 2024 (May- December 2024)	<b>950,900.00</b>				
		<b>see attached Term of Reference</b>					
<b>NOTE:</b>							
<b>Awarding: Awarding is one Contract</b>							

**NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES**

<b>NOTE:</b>	ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE ACCEPTED.
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**Reviewed by:**

\_\_\_\_\_  
**Procurement Coordinator**  
**Signature Over Printed Name**

**For the Bids and Awards Committee:**

\_\_\_\_\_  
**(Sgd) FRANCE JOSEPHINE C. BAUTISTA**  
**Head, BAC Secretariat**

\_\_\_\_\_  
**Canvasser (Signature over Printed Name)**

**DBM-PhilGEPS Posted**

**Posted by:** \_\_\_\_\_ **Date of canvass:** \_\_\_\_\_

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

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**To: The BSWM Bids and Awards Committee (BAC)**

**Sir/Madam:**

**We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.**

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Signature over Printer Name	Name of Company	TIN Number
Telephone Number(s)	Address	Date Accomplished

**Please check the box for your mode of submission:**

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.



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SRDC Building Elliptical Road corner Visayas Avenue,  
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customers.center@bswm.da.gov.ph  
Tel. no. (632) 8273-2474 local 3202

## Terms of Reference and Conditions GENERAL PEST CONTROL AND OTHER RELATED SERVICES

### I. DESCRIPTION OF THE PROJECT

The Bureau of Soils and Water Management (BSWM) recognizes the importance of maintaining a pest-free environment within its premises, particularly in workplace areas. The presence of pests poses significant risks, including the spread of diseases, property damage, and contamination of work surfaces. To address these concerns, the selected pest control service provider shall employ the Integrated Pest Management (IPM) system to treat, control and prevent further pest occurrence in offices and other properties in the area. They shall supply all the technical services, labor, tools, equipment, supervision and other related works necessary to render and perform general pest and termite control services for the Bureau of Soils and Water Management (BSWM).

### II. GENERAL REQUIREMENT

#### A. Workmanship

Only qualified and skilled personnel of the service provider with sufficient experience in similar operations shall be allowed to undertake the required work as provided for in any and all parts of the scope of works and technical specifications of the project.

#### B. Inspection of site

The service provider acknowledges, warrants that it has fully inspected and examined the site and their surroundings, satisfied itself by submitting its Bid, which is based on current data, including physical conditions at the site. That its Bid conforms with the requirements of the work and materials necessary for the completion of the works, the means of access to the site, the accommodation it may require, and that it has obtained for itself, all necessary information as to risks, contingencies and other circumstances which may have influenced or affected its Bid. No increase in cost or extension of time will be considered for failure to familiarize, inspect and examine the site condition.

#### C. Rejections

Materials, chemicals, tools and equipment not in conformance with the provisions of the technical specifications and scope of work of this project shall be rejected outright at any time during the contract period. The service provider shall see to it that all of the tools & equipment as required in this contract will be available for use at all times and that there will be no delays in the general pest control services to be rendered due to lack of supplies or defective tools and equipment.



**D. Pre-termination Clause**

The BSWM reserves the right to pre-terminate the contract after thirty (30) calendar days written notice to the CONTRACTOR if in BSWM's opinion after due verification of facts that the CONTRACTOR is not providing satisfactory services or is not complying with the Terms and Conditions of the Contract. The grounds for the termination of the Contract by the BSWM include but are not limited to the following:

- a) Violation/s of any of the Terms and Conditions of the Contract; and
- b) Any other act or omission by the CONTRACTOR or its service technicians or representatives which is detrimental or prejudicial to the interest of the BSWM, its employee(s) or the public.

**III. APPROVED BUDGET FOR THE CONTRACT COST**

The total approved budget for the contract ("**ABC**") for this procurement is **Nine Hundred Fifty Thousand Nine Hundred Pesos (Php 950,900)**.

**IV. TERMITE MANAGEMENT PROGRAM**

- **Rodding/ Soil Injection** – treatment of termiticide solution in the exterior areas of the structure to create a barrier with respect to incoming/migratory subterranean termites/ants and eliminate existing colonies underground thru "Transfer effect".
- **Wood Injection** - injection of termiticide solution in all wood materials prone for dry wood and subterranean termite infestation such as door jambs, racks, cabinets and etc.
- **Residual Spraying** – treatment of insecticides for termites

It is recommended to use a brand with Fipronil 5% SC active ingredient. Fipronil 5% SC is a pesticide formulation containing a 5% concentration of the active ingredient fipronil, which belongs to the phenylpyrazole chemical family. The "5% SC" designation indicates the concentration of the active ingredient in the formulation. "SC" typically stands for "Suspension Concentrate," which means that the active ingredient is suspended in a liquid formulation. This type of formulation is often used for ease of application, as it can be mixed with water and sprayed on crops or other target areas.

Fipronil works by disrupting the central nervous system of insects, leading to their eventual death. It is effective against a wide range of pests, including ants, termites, beetles, fleas, ticks, and others.

The termiticide solution shall be place via soil injection around the premises. In cases where concrete is present on top of the surface to be treated, it is highly recommended



that small holes will be drilled using a rotary hammer to allow soil injection and shall be covered after completion of treatment.

In cases where active Coptotermes termites are found above ground. Localized spot treatment shall be done to directly hit termites using IGR (Insect Growth Regulator) cellulose bait. It affects termites when eaten or in contact continuously and will eventually lead to demise of the existing colony. If an area is treated with IGR bait, follow up visits every 3 to 4 weeks should be done to check the treated area until the existing subterranean termite colony is eliminated. If not yet, bait should be refilled as necessary until colony is eliminated.

Only materials (pesticides) registered with the Fertilizer and Pesticide Authority (FPA) and Food and Drug Administration (FDA) shall be used in performing the above pest management activities. The use of these materials shall strictly comply with label directions and conform to principal standards for safety and quality.

## V. CONTRACTOR'S RESPONSIBILITIES

- A. The CONTRACTOR shall ensure that the service technicians to be assigned at the BSWM have been well screened, trained and found to be courteous, efficient, reliable, trustworthy, cooperative, well-groomed, physically and mentally fit.
  - The CONTRACTOR shall furnish the agency with corresponding Certificate of Training for each service technician, fifteen (15) calendar days before contract implementation.
- B. The CONTRACTOR shall require its personnel to wear company uniforms and appropriate Personal Protective Equipment (PPEs) when doing pest control servicing in the agency.
- C. The CONTRACTOR shall sign and submit a Service Acknowledgement Report for every inspection/treatment/servicing done to be validated by BSWM representative.
- D. The CONTRACTOR shall properly schedule, coordinate and execute the general pest control as stated in the Scope of Work of the Terms of Reference (TOR).
  - The CONTRACTOR shall coordinate with the Property Management Unit (PMU) to schedule the pest control services at least 3 to 5 days in advance.
- E. The CONTRACTOR is required to submit a performance certificate with a rating of at least 'very satisfactory' based on their submitted SLCC.



- F. The CONTRACTOR's Performance Bond shall be liable for any damages or losses that may arise directly or indirectly, attributable to the negligence or misbehavior or direct participation of the service technician assigned by the CONTRACTOR. In case the bond is not sufficient. To cover such losses or damages, the CONTRACTOR shall have to pay the balance directly to BSWM.
- G. The CONTRACTOR shall properly dispose all empty containers of the chemicals used in the general pest control.
- H. The Contractor shall see to it that the area is clean and in its original condition after the pest control servicing has been made. Any damage/s caused by the pest control servicing shall be restored by the Contractor at no additional cost to the agency.
- I. All permits and other incidental fees if any, shall be borne by the CONTRACTOR.

#### VI. CONTRACT DURATION/ COMPLETION TIME

The Contract shall be for a period of **Eight (8) months**, i.e., **May to December 2024**. The service shall be initiated upon receipt of Notice to Proceed (NTP).

#### VII. SCOPE OF WORK

The CONTRACTOR shall provide all the required labor, supplies, materials, chemicals, tools and equipment necessary and incidental to the performance of the job in accordance with the standards and methodologies as stated in the detailed scope of work.

##### 1. One (1) day Massive Pest Control Servicing

The CONTRACTOR shall perform *a one (1) day massive pest control servicing* at the BSWM by at least two (2) service technicians, on the start of contract upon approval of BSWM on the schedule of service. The massive pest control services shall include the following:

- General residual spraying of all areas and offices the building including the Outside Premises.
- Flushing of all existing drainages, cracks and crevices.
- Misting application in all areas; and
- Thermal fogging at the outside premise/perimeter of the building.

##### Area Coverage

- Interior perimeter of the building
- Exterior of the building



### **Compounds to be used**

- Strictly Fipronil 5SC – for soil injection (Termites)

### **Frequency of Application:**

- Initial Treatment: massive treatment done on the first month
- Maintenance/ Inspection: quarterly (once every three months)

## **2. Monthly General Pest Control Services**

The Service provider shall include the control of the following pests:

- Crawling Insect Pests (cockroaches and ants)
- Flying Insect Pests (mosquitoes and houseflies)
- Rodents (rats and mice)

The Service provider shall include the following activities on a once a month basis:

### **a) Cockroach, ants, and Other Crawling Insect Control with Gel Baiting**

- Through inspection, control treatment for crawling insect
- Identification of potential or active cockroach harborage sites, including cracks and crevices, inside cabinets, behind or underneath equipment and all other potential rears where cockroaches and other crawling insects hide and breed.
- Spot and surface liquid spraying using water-based pesticides (SC form) on areas with known and potential crawling insect pests like cockroaches and ants.
- Installation of **glue traps** on pipe cases to prevent roaches and other crawling insects to come inside the BSWM Premises after space spray or misting treatment has been conducted on the pipe chases and application of **applicable powder for ant control** to infested like joints, links, electrical conduits and other areas which cannot be sprayed.

### **b) Fly, Mosquito and other flying insect Control**

- Thorough inspection, control treatment for flying insect
- Installation of fly bait station outside the perimeter of the building if necessary to control flying insects
- Space spraying to eliminate existing flying insect pests inside such as mosquitoes and houseflies.
- Light traps or fly catchers are to be installed on recommended areas



- Thorough inspection, fogging on all possible breeding grounds of flies and mosquito such as garbage area, canals and stagnant waters inside BSWM premises.

**c) Rodent Control**

- Through inspection, to identify any potential or active rodents' harborage and entry point.
- Proper placing of rodent baits and mechanical traps in strategic locations or areas such as runways, harborage and other critical areas.
- Coordination with BSWM for the proper sealing covering of possible entry points of rodents.
- Coordination with BSWM for the proper cleaning and sanitation activities as a counter and preventive measure to control rodents as the first line of defense against rats and mice.
  - **Residual Spraying** – treatment of insecticides for cockroaches and ants
  - **Misting/ Cold Fogging** – treatment of insecticides using fine mists up to 5 microns for flying insects like mosquitoes and houseflies
  - **Gel Baiting** – crack and crevice treatment of cockroaches and ants
  - **Rodent Control** – baiting and trapping of rodents

The pest control service shall thoroughly clean all surfaces that may be affected during the actual treatment. All damage areas shall be restored to its original condition at no cost to the agency.

**Area of Coverage**

- Interior perimeter of the building
- Exterior of the building

**Compounds to be used**

- $\beta$ -Cyfluthrin 2.5SC – highly effective in eliminating pest colonies
- Alpha-cypermethrin 5SC – alternate product to avoid resistance
- Fipronil 0.05% Gel Bait – highly effective in controlling pests
- Brodifacoum Wax Blocks – second generation anti-coagulant for rodents

## VIII. MATERIAL SPECIFICATIONS

1. Equipment
  - The contractor is required to provide a list of equipment for the inspection of authorized representative.For regular pest control servicing:
  - a) Compression Sprayer,
  - b) Misting Machine
  - c) Fogging Machine,
  - d) Mechanical Traps
  - e) Personal Protective Equipment
2. The chemicals to be delivered by the CONTRACTOR should at least one (1) year expiry date upon delivery to BSWM.

## IX. SUMMARY OF COSTS:

For one day (1) massive treatment to be perform at the BSWM

- Area coverage = 394.00 linear meters
- Total volume TC solution:  $394.00 \times 5$  liters = 710 liters TC solution
- Cost per linear meter: 850.00 pesos
- **394.00 li.m x 850.00 pesos = Php 334,900**

For monthly pest control treatment to be perform at the BSWM

- Frequency of treatment: once a month (for 10 months)
- Maintenance cost: Total area to be treated =  $11,000\text{m}^2 \times 7.00$  = Php 77,000
- **Total Cost: Php 77,000 x 8 months = Php 616,000 for Eight months**

Total cost for monthly pest control and one (1) day massive treatment

- **Php 334,900 + Php 616,000 = Php 950,900**

## X. PRICE ADJUSTMENT

The bid price shall be fixed and not subject to any escalation during the contract implementation regardless of an increase in the price of fuel, peso devaluation and other causes.

## XI. EIGIBILITY CRITERIA

The PROSPECTIVE BIDDER is required to furnish a certification indicating a minimum of one (1) year of experience in general pest control services.

## XII. SCHEDULE OF DELIVERIES AND OTHER MATTERS

- A. Deliveries of the required chemical and PPEs should be properly and accounted by the authorized BSWM representative. There should be a joint inspection between the CONTRACTOR and authorized BSWM representative to check if there are discrepancies in the deliveries made.



- B. The CONTRACTOR shall only use safe, non-toxic and environment friendly chemicals duly registered with the Food and Drug Administration (FDA) or any other government agencies authorized in the licensing of chemicals. An updated Certificate of Product Registration and Material Safety Data Sheet (MSDS) of the chemicals to be used should likewise be submitted to BSWM.
- C. The CONTRACTOR shall perform all pest control treatment in a safe and effective way by using the most modern pest control procedure and appropriate personal protective equipment (PPEs).
- D. The CONTRACTOR shall dilute only the chemicals which shall be used for the scheduled massive and general pest control services, taking into account the measurement of the areas scheduled for the service. Any unused or undiluted chemicals should be brought outside BSWM premises.

### XIII. SUBMITTALS

The following shall be submitted as scheduled:

- A. WITH RECKONING DATE AFTER RECEIPT OF NOTICE TO PROCEED
  - 1. List of technicians, copies of their NBI clearance, biodata with 1" x 1" ID picture, passport size ID picture with white background;
  - 2. List of chemicals to be used which are duly approved by the Food and Drug Administration (FDA);
  - 3. Certificate of Product Registration, Material Safety Data Sheet (MSDS) & Pesticide Handling & Safety and Brochures;
- B. DURING PROJECT IMPLEMENTATION
  - 1. Inspection Reports indicating the findings/status of the pest control services including recommended solutions **after every service**;

### IX. TERMS OF PAYMENT

- A. The CONTRACTOR shall generate Service Invoice at the end of each month (monthly).
- B. Payments shall be made on a monthly basis upon receipt of billings for the general pest control services rendered, and one-time payment for the one (1) day Massive Termite Control Servicing.
- C. The CONTRACTOR shall support its billings with the duly signed Service Acknowledgement Report validated by the agency and/or End-user.
- D. The Contractor shall ensure that their performance bond is valid until the agency issue the final Certificate of Acceptance. The Contractor shall also submit the



endorsement/amendments to BSWM on extension or revisions to its validity, as maybe necessary, not later than seven (7) days before the expiration of the originally submitted Performance Bond. No payment shall be made unless the Performance Bond is updated.

- E. All payment made herein shall be subject to the accounting and auditing of requirements of the Bureau of Soils and Water Management (BSWM).

**Prepared by:**

  
**HANA MAE O. GALARRITA**  
Administrative Assistant IV

**Reviewed by:**

  
**CRISALDO C. SOLANO**  
Head, Building & Grounds Administration

**Approved by:**

  
**GINA P. MILO Ph.D.**  
Director