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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10082395
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR THE MARINA CENTRAL OFFICE BUILDING FOR CY 2023
Area of Delivery Metro Manila

Solicitation Number:	2023-07-334	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Pest Control Services	Document Request List	0
Approved Budget for the Contract:	PHP 150,000.00		
Delivery Period:	3 Month/s		
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	30/08/2023
		Last Updated / Time	29/08/2023 16:04 PM
		Closing Date / Time	04/09/2023 15:00 PM

Description

PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR THE MARINA CENTRAL OFFICE BUILDING FOR CY 2023

Please see attached files or you may visit <https://marina.gov.ph/small-value-procurement/>

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO
Date Created 29/08/2023



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to **PROCURE PEST AND TERMITE CONTROL SERVICES FOR THE MARINA CENTRAL OFFICE BUILDING FOR C.Y. 2023** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Fifty Thousand Pesos only (Php150,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 04 September 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **PhilGEPS Registration, Updated Business/Mayor's Permit, Fertilizer and Pesticide Authority (FPA) License and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


ATTY. SHARON L. DE CHAVEZ-ALEDO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | bacsec@marina.gov.ph

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier must state here either **"Comply"** or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

S P E C I F I C A T I O N S

PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR THE MARINA CENTRAL OFFICE BUILDING FOR C.Y. 2023				
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	SCOPE OF WORK 1. Conduct Monthly Pest and Termite Control Services for C.Y. 2023 in MARINA Central Office Building located at 20th St. A. Bonifacio Drive, Port Area, Manila. 2. Provide all labor and materials, tools and equipment, supervision and other incidentals. 3. Provide free seminar/training for the housekeeping and engineering/maintenance personnel on preventing and controlling pest infestations through good housekeeping, environmental safety, and waste management. 4. Perform the following activities: a. Residual insecticidal spraying (misting and thermal fogging) in all floor drains at kitchen area, bathrooms, store rooms, conference rooms, offices, hallways and other facilities; b. Application of insecticide in places and areas where insects/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides and furniture and appliances; c. Application of insecticide baitgel near harborage and aggregation areas such as corners of movement, electrical wirings telephone apparatus, etc, using advanced and delivery system gel abatement;			

	<p>d. General survey and thorough inspection of the entire premises to determine the location of unforeseen breeding sites of flying insects;</p> <p>e. Spraying/misting of larvicide to areas where mosquitoes and other flying insects take refuge, and immediate cleaning of furniture that were affected by chemical/solutions used in spraying and misting;</p> <p>f. Install mechanical rat/mouse trap and glue boards where poison baits are inadmissible and where appropriate around the perimeter area of the building;</p> <p>g. Regular inspection of all bait trays and bait stations installed at regular intervals as indicated on the rodent's location map. This is aimed to determine the "bait total intake" and to replenish baits to have sufficient food available for rodents; and</p> <p>h. Conduct study without additional cost on how to totally eradicate pests in the premises, for implementation once approved by the End user.</p> <p>5. Provide control inspection, findings and recommendation report after each pest control services.</p>			
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**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

This schedule of requirements stipulates the period of delivery of the items covered by the RFQ to the official address of the procuring entity. Deliveries should be made within office hours and on regular working days or on the date as may be stipulated in the contract.

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR THE MARINA CENTRAL OFFICE BUILDING FOR C.Y. 2023			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	<p>SCOPE OF WORK</p> <ol style="list-style-type: none"> 1. Conduct Monthly Pest and Termite Control Services for C.Y. 2023 in MARINA Central Office Building located at 20th St. A. Bonifacio Drive, Port Area, Manila. 2. Provide all labor and materials, tools and equipment, supervision and other incidentals. 3. Provide free seminar/training for the housekeeping and engineering/maintenance personnel on preventing and controlling pest infestations through good housekeeping, environmental safety, and waste management. 4. Perform the following activities: <ol style="list-style-type: none"> a. Residual insecticidal spraying (misting and thermal fogging) in all floor drains at kitchen area, bathrooms, store rooms, conference rooms, offices, hallways and other facilities; b. Application of insecticide in places and areas where insects/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides and furniture and appliances; c. Application of insecticide baigel near harborage and aggregation areas such as corners of movement, electrical wirings telephone apparatus, etc, using advanced and delivery system gel abatement; d. General survey and thorough inspection of the entire premises to determine the location of unforeseen breeding sites of flying insects; e. Spraying/misting of larvicide to areas where mosquitoes and other flying insects take refuge, and immediate cleaning of furniture that were affected by chemical/solutions used in spraying and misting; f. Install mechanical rat/mouse trap and glue boards where poison baits are inadmissible and where appropriate around the perimeter area of the building; 	<p>The schedule of Pest and Termite Control Services to be rendered by Service Agency shall be as follows;</p> <ol style="list-style-type: none"> a. One (1) treatment for August 2023 b. One (1) treatment for October 2023 c. One (1) treatment for December 2023 	

	<p>g. Regular inspection of all bait trays and bait stations installed at regular intervals as indicated on the rodent's location map. This is aimed to determine the "bait total intake" and to replenish baits to have sufficient food available for rodents; and</p> <p>h. Conduct study without additional cost on how to totally eradicate pests in the premises, for implementation once approved by the End user.</p> <p>5. Provide control inspection, findings and recommendation report after each pest control services.</p>		
	<p>QUALIFICATION OF THE PEST CONTROL OPERATOR (PCO).</p> <p>1. Should have at least three (3) years of experience in providing pest and termite control services to any privately owned or government agency (to be submitted as part of the quotation)</p> <p>2. Must be a duly licensed and registered Contractor from Fertilizer and Pesticide Authority (FPA) agency (to be submitted as part of the quotation)</p> <p>3. Must use only environment-friendly or green-labeled pesticides/chemicals approved by the Food and Drug Administration of the Philippines (FDA); and</p> <p>4. Compliance with the Occupational Health and Safety Standards for Certified Pesticide Applicators (CPA) and Technicians.</p> <p>5. Must be stationed in Metro-Manila.</p>		
	<p>QUALIFICATIONS OF TECHNICAL SKILLED PERSONNEL</p> <p>All technical/skilled personnel who will conduct the pest control services shall comply to the following requirements as follows:</p> <p>1. Must have undergone theoretical and practical trainings.</p> <p>2. Must wear Personal Protective Equipment (PPE).</p> <p>3. Must use appropriate tools and equipment in the sanitation and disinfection.</p> <p>4. Must be Covid-19 vaccinated and must present their Covid-19 vaccination card to MARINA security guard on duty upon entering the MARINA premises.</p> <p>5. Must follow MARINA health and safety protocols.</p>		

MARINA REQUIREMENTS

The Contractor shall have to submit the following documents:

1. Updated Business/ Mayor's Permit
2. PhilGEPS Registration
3. Fertilizer and Pesticide Authority (FPA) License
4. Omnibus Sworn Statement
 - To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship.
To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

**PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR THE MARINA
CENTRAL OFFICE BUILDING FOR C.Y. 2023**

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Fifty Thousand Pesos only (Php150,000.00)	In words: _____

	In figures: _____

Terms of Payment:

Payment shall be made within Thirty (30) days upon the receipt of billing statement/invoice and submission of the activity report after each pest and termite control services.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS OF REFERENCE

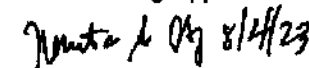
PROJECT	Procurement of Pest and Termite Control Services for the MARINA Central Office Building for C.Y. 2023
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Hundred Fifty Thousand Pesos (P150,000.00) inclusive of all applicable taxes.
DURATION OF THE CONTRACT	The schedule of Pest and Termite Control Services to be rendered by Service Agency shall be as follows; <ol style="list-style-type: none"> a. One (1) treatment for August 2023 b. One (1) treatment for October 2023 c. One (1) treatment for December 2023
QUALIFICATION OF THE PEST CONTROL OPERATOR (PCO)	<ol style="list-style-type: none"> 1. Should have at least three (3) years of experience in providing pest and termite control services to any privately owned or government agency (to be submitted as part of the quotation) 2. Must be a duly licensed and registered Contractor from Fertilizer and Pesticide Authority (FPA) agency (to be submitted as part of the quotation) 3. Must use only environment-friendly or green-labeled pesticides/chemicals approved by the Food and Drug Administration of the Philippines (FDA); and 4. Compliance with the Occupational Health and Safety Standards for Certified Pesticide Applicators (CPA) and Technicians. 5. Must be stationed in Metro-Manila.
SCOPE OF WORKS	<ol style="list-style-type: none"> 1. Conduct Monthly Pest and Termite Control Services for C.Y. 2023 in MARINA Central Office Building located at 20th St. A. Bonifacio Drive, Port Area, Manila. 2. Provide all labor and materials, tools and equipment, supervision and other incidentals. 3. Provide free seminar/training for the housekeeping and engineering/maintenance personnel on preventing and controlling pest infestations through good housekeeping, environmental safety, and waste management. 4. Perform the following activities: <ol style="list-style-type: none"> a. Residual insecticidal spraying (misting and thermal fogging) in all floor drains at kitchen area, bathrooms, store rooms, conference rooms, offices, hallways and other facilities; b. Application of insecticide in places and areas where insects/pest congregate, crawl and hide including cracks and crevices where they enter as well as undersides and furniture and appliances; c. Application of insecticide baitgel near harborage and aggregation areas such as corners of movement, electrical wirings telephone apparatus, etc, using advanced and delivery system gel abatement; d. General survey and thorough inspection of the entire premises to determine the location of unforeseen breeding sites of flying insects; e. Spraying/misting of larvicide to areas where mosquitoes and other flying insects take refuge, and immediate cleaning of furniture that were affected by chemical/solutions used in spraying and misting; f. Install mechanical rat/mouse trap and glue boards where poison baits are inadmissible and where appropriate around the perimeter area of the building; g. Regular inspection of all bait trays and bait stations installed at regular intervals as indicated on the rodent's location map. This is aimed to determine the "bait total intake" and to replenish baits to have sufficient food available for rodents; and h. Conduct study without additional cost on how to totally eradicate pests in the premises, for implementation once approved by the End user. 5. Provide control inspection, findings and recommendation report after each pest control services.
QUALIFICATIONS OF TECHNICAL SKILLED PERSONNEL	<p>All technical/skilled personnel who will conduct the pest control services shall comply to the following requirements as follows:</p> <ol style="list-style-type: none"> 1. Must have undergone theoretical and practical trainings. 2. Must wear Personal Protective Equipment (PPE).

	<p>3. Must use appropriate tools and equipment in the sanitation and disinfection.</p> <p>4. Must be Covid-19 vaccinated and must present their Covid-19 vaccination card to MARINA security guard on duty upon entering the MARINA premises.</p> <p>5. Must follow MARINA health and safety protocols.</p>
MARINA REQUIREMENTS	<p>The Contractor shall have to submit the following documents:</p> <ol style="list-style-type: none"> 1. Updated Business/ Mayor's Permit 2. PhilGEPS Registration 3. Fertilizer and Pesticide Authority (FPA) License 4. Omnibus Sworn Statement <ul style="list-style-type: none"> • To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship). • To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).
PAYMENT TERMS	<p>Payment shall be made within Thirty (30) days upon the receipt of billing statement/invoice and submission of the activity report after each pest and termite control services.</p>


Submitted by:


ROBOLFO R. DIAWA
Chief, GSD

Recommending Approval


NENITA S. ATIENZA
Director II, MFAS

Reviewed by:


BUENA G. RAMOS
Head, TWG for Goods & Services
(for SVP & Shopping, P1M and below)


Atty. SHARON D. ALEJO
BAC Chairperson

Approved/~~Disapproved~~


Atty. HERNANI N. FABIA
Administrator



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS Division/Section: GSD		PR No.: <u>2023-07-339</u> SAI No.: <u>14 JUL 2023</u>			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	Lot	Procurement of Pest and Termite Control Services for the MARINA Central Office Building for C.Y. 2023	1		150,000.00
		xxxx-nothing follows-xxxx			
					150,000.00
Signature:		Requisitioning Officer			
Printed Name:		RODOLFO R. DIAWA			
Designation:		CHIEF, GSD-MFAS			
Purpose:		For the official use of the MARINA Central Office.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
ATTY. MARIVIC S. RAMOS Chief, Budget Division					
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Signature:		for: <u>[Signature]</u>			
Printed Name:		Atty. HERNANI N. FABIA			
Designation:		Administrator			
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

INCLUDED IN THE APP FY 2023
CERTIFIED BY: [Signature]
MELLANIE T. BALIN
Chief, Administrative Services

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]