



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of quotations for the following requirements in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Pest Control Services for the SEC Headquarters <i>See Annex B for Technical Specifications</i>	1 lot	Php 902,000.00

Mode of Procurement	Negotiated Procurement – Small Value Procurement (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)				
Reference Number	AMP No. 2024-001				
Procurement Schedules	<table> <tr> <td>Advertisement</td> <td>18 January 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>23 January 2024 10:00 A.M.</td> </tr> </table>	Advertisement	18 January 2024	Deadline to Submit Quotation	23 January 2024 10:00 A.M.
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Submission of Quotation	<p>Manual Procurement Division, 7th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.</p> <p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><i>Name of the Bidder</i> <i>Address of the Bidder</i> <i>Contact Information</i> <i>The Project (see Description Above) and Reference Number</i> <i>Deadline to Submit Quotation</i></p> <p>Electronic Electronic submission shall be made through email at cndcastillo@sec.gov.ph</p>				

Delivery Period	Within fifteen (15) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A);
2. Technical Specifications and Other Requirements (Annex B);
3. The Contractor/Company is in the business of Pest Control and Extermination Services for the past five (5) years (submit proof); and
4. A member of good standing in any of the following association: (submit certificate of Membership)
 - a. Pest Control Association of the Philippines (PCAP);
 - b. Philippine Federation of Pest Management Operators Association (PFPMOA);
 - c. Pest Exterminators Association of the Philippines (PEAP)

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.

The bidder with the single or lowest calculated and responsive quotation, or the awardee, shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney *[for projects with ABC above Php 50,000.00]*; and
4. Latest Income Tax Return *[for projects with ABC above Php 500,000.00]*.

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link: <https://www.sec.gov.ph/procurement/prescribed-templates/>.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.
3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.

5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
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 goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.
10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed for day of delay. The SEC shall rescind the contract once the commutative 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.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.



ARMANDO A. PAN, JR.

Chairman
/cndc

PRICE QUOTATION FORM
Reference No. AMP No. 2024-001

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

Procurement Division, 7th Floor
The SEC Headquarters, 7907 Makati Ave.,
Salcedo Village, Brgy., Bel-Air, Makati City.

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal for the lot identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	1 lot	Pest Control Services for the SEC Headquarters <i>See Annex B for Technical Specifications, which forms part of the quotation.</i>	Php _____	Php _____
TOTAL				P _____

AMOUNT IN WORDS:

The above-quoted price is inclusive of all costs and applicable taxes. **In case of discrepancy between the amount in figures and the amount in words, the latter shall prevail.**

Very truly yours,

Authorized Representative

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

e-Mail Address: _____

<p>Product's/ Service's General Description</p>	<p>Pest Control Services for the SEC Headquarters</p>
<p>Requirements</p>	<p>I. Scope of Works</p> <p>Supply of Labor, Tools and Equipment, Materials and Technical Expertise to the following Services:</p> <p>A. Insect Control – to control all crawling and flying insects present in the area.</p> <p>Crawling Insects</p> <ol style="list-style-type: none"> 1. Spraying using residual insecticide. 2. spraying using knock down <p>Surface Spraying shall be done using a Professional Sprayer and shall be applied on places and areas where insects congregate, crawl and hide or through cracks and crevices from which they may enter.</p> <p>B. RODENT CONTROL – to control all types of rodents present in the area.</p> <ol style="list-style-type: none"> i. Conduct pre-baiting activity to identify population and harborage areas, implement rodent eradication and control. (Ex. Mechanical Baiting and Glue Trappings) ii. Install cage and glue traps at strategic locations in all SEC leased office areas where applicable. Apply/replace effective chemical baits, secure rodent bait stations, remove dead rodents and spray deodorizer as needed to mask the unpleasant odor of the decaying rodents. iii. Seal gaps and holes that serve as entry and exit points of rodents. Identify possible rodent harborage and coordinate the same with the General Services Division for its removal and rectification if necessary. iv. Weekly monitoring of the cage/glue traps and baits.

II. AREAS TO BE TREATED

The SEC Headquarters, 7907 Makati Avenue Salcedo Village, Bel-air, Makati City

Land Area	2511.00		
FLOOR	COMMON AREAS	OFFICE AREA	TOTAL FLOOR AREA
Perimeter	-	-	1,303.82
Upper Base	288.75	1,363.94	1,652.69
Lower Base	-	1,737.14	1,737.14
Ground	261.75	945.43	1,207.18
2nd	320.00	1,034.65	1,354.65
3rd	328.25	1,026.40	1,354.65
4th	326.75	1,027.90	1,354.65
5th	327.50	1,027.15	1,354.65
6th	327.50	1,027.15	1,354.65
7th	327.50	1,027.15	1,354.65
8th	326.75	1,027.90	1,354.65
9th	327.50	1,027.15	1,354.65
10th	327.50	1,027.15	1,354.65
11th	320.00	1,034.65	1,354.65
12th	332.45	1,022.20	1,354.65
13th	330.50	1,024.15	1,354.65
14th	327.50	1,027.15	1,354.65
15th	327.50	1,027.15	1,354.65
16th	320.00	1,034.65	1,354.65
17th	320.00	1,034.65	1,354.65
18th	192.65	969.35	1,162.00
19th	345.65	404.35	750.00
	6,306.00	21,877.41	29,487.23

III. CHEMICALS TO BE USED

Pesticides and chemical baits as approved by the Fertilizer and Pesticide Authority (PFA) and/or Food and Drug Administration (FDA).

Contractor shall submit a list of pesticides and chemical baits including Material Safety Data Sheet (MSDS) and Certificate of Product registration from FPA or FDA, whichever is appropriate. The list must also indicate the uses and their chemical family/classification. Two to Three chemical families must be observed for each activity (e.g. residual spraying – two different insecticides from different pesticide family/classification).

IV. FREQUENCY OF TREATMENT

The Contractor shall render and perform the best quality pest control services ***at least 8x a month for one year.***

Breakdown:

at least 4x a month - Fogging/Misting and Residual Spraying

at least 4x a month - Rodent/Cat Control

Note: If a certain month has more than four (4) Thursdays or Saturdays, the Contractor must still render their services on the additional days in accordance with the schedule and the said services shall be considered as part of the monthly billing allocation and not an additional service.

V. SCHEDULE OF SERVICES

The Contractor is only allowed to carry out the pest control services on the following schedules:

- Fogging/misting - weekly (every Saturday from 7:00PM to 2:00AM)
- Residual Spraying - weekly (every Saturday from 7:00PM to 2:00AM)
- Rodent/Cat Control - weekly (every Thursday from 9:00AM to 5:00PM)

	<p>VI. DURATION</p> <p>The contract will be for a period of one (1) year.</p>
Intended application	To provide protection from harmful insects that can cause public health issues and costly damages to SEC property.
Evidence and Verification:	No evidence is required.
Green Specifications	The bidder must have effective waste management policies and procedures and/or a waste management program.
Delivery Schedule	Within fifteen (15) calendar days upon receipt of notice to proceed.