



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2021-SVP-09

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

| 2021 APP | PR No. | Description | Approved Budget for the Contract (ABC) inclusive of VAT |
|--------------------|-----------|--|---|
| Item no. II.C.3 | 202105091 | Supply of Goods for Pest Control Services for the SEC Office Space in PICC for a Period of One (1) Year (See attachment 2 for Technical Specifications) | Php250,000.00 |

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) Calendar days from receipt of approved Notice to Proceed
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: Securities and Exchange Commission Head Office, PICC Complex, Pasay City

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **5:00 P.M. of June 3, 2021** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 8818-5330 or via email at fpbaluyot@sec.gov.ph or bacsecretariat@sec.gov.ph

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

ARMANDO A. PAN, JR.
BAC Chairman

PRICE QUOTATION FORM
(RFQ No. 2021-SVP-09)

Date: _____

The Bids and Awards Committee
c/o Procurement Division
3rd Floor, Secretariat Building,
PICC Complex, Pasay 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 items identified below:

| Item no. | Article and Descriptions | Qty. | Unit price | Total Price (VAT Inclusive) |
|----------|--|-------|------------|-----------------------------|
| 1 | Supply of Goods for Pest Control Services for the SEC Office Space in PICC for a Period of One (1) Year See Attachment 2 for the Technical Specifications | 1 Lot | Php _____ | Php _____ |

AMOUNT IN WORDS: _____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

Minimum Technical Specifications

- I. Bidders must be able to supply of labor, tools and equipment, materials and technical expertise to do/provide the following services:

- a. Insect Control – to control the crawling and flying insects present in the area
 - i. Crawling insects
 - 1. Spraying using residual insecticide
 - 2. Spraying using knock down chemical

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.

- b. Rodent Control – to control all types of rodents present in the area
 - 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

- a. Secretariat Building
 - Ground Floor – East, West and North Wing
 - 2nd Floor – Function Rooms A and B only
 - 3rd Floor – entire leased area including Breezeway
- b. Annex Building/Warehouse (including the Front and Back yard)

- III. Chemicals to be used – pesticides and chemical baits as approved by the Fertilizer and Pesticide Authority (FPA) 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 8x a month for one year.

Breakdown:

- 4x a month – Fogging/Misting and Residual Spraying
- 4x a month – Rodent/Cat Control

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 7:00PM to 2:00AM)

VI. Duration

The contract will be for a period of one (1) year.

VII. Minimum Requirements for the Contractor

- a. The Contractor/Company is in the business of Pest Control and Extermination Services for the past five (5) years
- b. A member of good standing of any of the following association (submit Certificate of Membership)
 - i. Pest Control Association of the Philippines (PCAP);
 - ii. Philippine Federation of Pest Management Operators Association (PFPMOA);
 - iii. Pest Exterminators Association of the Philippines (PEAP).

I certify/attest to the compliance of _____ with the foregoing Technical Specifications.
(Name of Company/Bidder)

**Signature over Printed Name
of Representative**

Date

Omnibus Sworn Statement

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]