



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

RFQ No. / Date: SVP-2024-022-02/ February 29, 2024
P.R. No. / Date: 24-02-151 / February 16, 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	lot	<p>GENERAL PEST CONTROL SERVICE SYSTEM (Termite and Pest Control) for twelve (12) months</p> <p>SCOPE OF WORK</p> <p>The Contractor will Supply the Labor and Materials for the General Pest Control and Termite Control with monthly maintenance for twelve (12) months with at least 4 personnel per service provided by the service provider/contractor using the following methods:</p> <p>The services shall include the control and prevention of infestation of the following pests:</p> <ol style="list-style-type: none">1. Common House Pests2. All Crawling and Flying Insects3. Rodents4. Termites and all crawling and flying insects. <p>I. General Pest Control</p> <ol style="list-style-type: none">1. Treatment1.1. The general pest control treatment shall include the control and prevention of infestation of the aforementioned insects/pests;1.2. Thermal fogging/misting with odorless and non-misting chemical. All areas inside and outside the buildings shall be covered;	Php 151,200.00

	<p>1.3. Application of insecticide in places and areas where insects/pests congregate, crawl and hide including cracks and crevices where they enter as well as underside of furniture and appliances;</p> <p>1.4. Application of insecticidal bait/gel near harborage and aggregation areas, such as corners of movement electrical wirings, telephone apparatus, etc. using advanced and delivery system gel abatement;</p> <p>1.5. General survey and thorough inspection of the entire premises to determine the location of other unforeseen breeding sites of flying insects/pests;</p> <p>1.6. Spraying/misting of larvicides in areas where mosquitoes and other flying insects are prone to breed;</p> <p>1.7. Inspection of the entire area most particularly the kitchen area, storerooms, ceilings to check for rodent infestation; and</p> <p>1.8. Set-up rodent traps/bait preparation inside the building and possible harborage areas.</p> <p>2. Safety Measures in the use of Pesticide and Termiticide Chemicals /Solution</p> <p>2.1.1. The Service Provider shall ensure that all chemicals/solutions to be used are safe and pose no health hazard to the occupants of the buildings;</p> <p>2.1.2. Follow all safety precautions in the application and handling of all pesticide and termiticide chemicals/solutions of baiting system.</p> <p>II. Comprehensive Termite Control Services</p> <p>1. The service shall include, but not limited to the following:</p> <p>1.1. Soil Poisoning</p> <p>1.2. Residual Spraying</p> <p>1.3. Chemical Dusting</p> <p>1.4. Termite Mound Extermination</p> <p>2. Thorough inspection of the area to determine termite colonies, if there are any;</p> <p>3. Utilization of Chemical Termite Barriers/Soil Treatment/Baiting System of the perimeter area of the building</p>	
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		including mound demolition, drilling and soil injection; 4. Treatment of termite infested areas inside the building by chemical solution and/or baiting system; 5. Treatment of all wooden fixtures including, doors/door jambs shall be sprayed/drenched; 6. Treatment of electrical fixtures/conduits within the building shall be done by trophallaxis method using powder termiticide; and 7. Conduct the necessary treatment as needed. NOTE: Must conduct ocular inspection for the issuance of Certificate of Appearance provided by the Engineering Section.	
Commencement of Services		April 12, 2024	
Deadline of Submission		March 7, 2024/ 3:00 P.M.	

INSTRUCTIONS

Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.

1. Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
- a. Valid and current Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return¹
 - d. Notarized Omnibus Sworn Statement (OSS)² *(may be submitted prior to the issuance of a Notice of Award)*

***If the supplier has previously submitted the above documents to the Sandiganbayan, please indicate the RFQ No. and the date of submission of such documents.*³**

2. All entries must be typed or written in a clear and legible manner.
3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

¹ For ABC above Php500,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)
² For ABC above Php50,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)
³ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

- a. Terms of Payment
- b. Warranty; if applicable
- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period
- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

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 email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable. **Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of a tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico S. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,



WINDSOR P. PAMORCA

Judicial Staff Officer III
Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Qty	Unit	Description	Quote per unit	Total Quote
1	lot	GENERAL PEST CONTROL SERVICE SYSTEM (Termite and Pest Control) for twelve (12) months (See Scope of Work indicated in the RFQ)		
Commencement of Services		April 12, 2024		
Deadline of Submission		March 7, 2024/ 3:00 P.M.		

INSTRUCTIONS

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued

In case documentary requirements have been previously submitted to the Sandiganbayan, please fill-up the following details:

Documents submitted on:_____

RFQ No. and Date:_____