PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center I,
North Avenue, Quezon City 1105
www.phcc.gov.ph
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REQUEST FOR PROPOSAL

Provision of Pest Control Services for the Philippine Competition Commission for CY 2025

P.R. No./Date Received: 2025-02-0038 / 13 Feb 2025 RFQ/P No. / Date: **2025-02-0031/ 21 Feb 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the Approved Budget for the Contract.

Required Documents/Information to be submitted as Attachments to the Quotation:

- **Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement**
- **Signed Request for Proposal**
- **Signed Detailed Technical Specifications**

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurementunit@phcc.gov.ph*** or ***rngarcia@phcc.gov.ph*** on or before **Wednesday, 26 February 2025, 12:00 NN** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications.**
10. Please note that the **award of the procurement is on a per Lot basis.**

Very truly yours,

redacted

redacted

DIR. JESON Q. DE LA TORRE
Chairperson, Bids and Awards Committee

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					(To be filled-out by the supplier)	
1	1	Lot	₱ 100,000.00	**Provision of Pest Control Services for the Philippine Competition Commission for CY 2025**		
				(Please see attached Technical Specifications)		
Total ABC (Per Item)			₱ **100,000.00**	**TOTAL Amount**		
Delivery Instructions:				*(Please see attached Technical Specifications)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

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DETAILED TECHNICAL SPECIFICATIONS

Project Title	:	**Provision of Pest Control Services for the Philippine Competition Commission for CY 2025**
Contract Duration	:	**March 2025 to December 2025**

I. RATIONALE

The Philippine Competition Commission (PCC) is an independent quasi-judicial body created by virtue of Republic Act No. 10667, otherwise known as the Philippine Competition Act, to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

To support the delivery of its Vision and Mission and efficiently perform its mandate, the Administrative Office – General Services Division (AO-GSD), as the End-user, provides and maintains a sanitized working environment to the PCC employees and its stakeholders. Thus, the services of a qualified pest control provider ("Service Provider") need to be engaged for the Provision of Pest Control Services for the Philippine Competition Commission (the "Project").

II. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider shall have the required licenses issued by the Food and Drug Administration (FDA) and Fertilizer and Pesticide Authority (FPA).

2. The Service Provider shall be a certified member with good standing of any of the following organizations:
   a. Pest Control Association of the Philippines (PCAP); or
   b. Philippine Federation of Pest Management Operators Association, Inc. (PFPMOA); or
   c. Pest Exterminators Association of the Philippines (PEAP)

3. The Service Provider shall provide the required certifications and other documents enumerated in Section III.3. (Documentation).

4. The Service Provider shall assign teams consisting of **at least two (2) service technicians per team for each floor occupied by the PCC** during the conduct of every pest control treatment.

III. SCOPE OF SERVICES

The Service Provider shall provide the required pest control services and supplies for the PCC and shall undertake the following:

1. General Pest Control Treatment (PCT)

The Service Provider shall identify, inspect, and treat all known and accessible harborage areas of **cockroaches, common ants, flies, mosquitoes, and rodents only** (referred herein as "pests") within the PCC premises**.** The following works shall be conducted by the Service Provider:

Scope of Work	Required Standard	Methodology of Treatment	Chemical Solutions	Supplies and Equipment
1. Flying Insects (flies and mosquitoes) Elimination	Minimize, if not eliminate	Misting / spraying	Deltamethrin/ Dichlorvos/ Permethrin/ Cyfluthrin/ Beta-Cyfluthin or similar odorless non-repellant household pesticide duly registered with the FDA or any other government agencies authorized in the licensing of chemicals	Misting Machine / Mist Blower machine or any approved equivalent equipment Fly Trap
2. Crawling Insects (cockroaches and common ants) Elimination	Minimize, if not eliminate	Residual spraying/ cracks & crevices flushing/ Gel baiting/ application	Deltamethrin/ Dichlorvos/ Permethrin/ Cyfluthrin/ Beta-Cyfluthin or any odorless non-repellant household pesticide duly registered with the FDA or any	Misting Machine / Mist Blower machine or any approved equivalent equipment

Scope of Work	Required Standard	Methodology of Treatment	Chemical Solutions	Supplies and Equipment
			other government agencies authorized in the licensing of chemicals	
3. Rodent Elimination	Minimize, if not totally eradicate	Placement/ installation of bait stations, bait packets/ rat glues/rat traps Regular monitoring of installed baits Cleaning and maintenance of bait stations Replenishment of baits on bait stations and glue boards	N/A	Mechanical rat/ rodent traps/ rat glues / glue boards

2. Green Procurement (Chemicals, Equipment and Services)

a. The Service Provider shall only use **registered pesticides** with Certificate of Product Registration issued by the FDA and duly approved by the FPA that are proven to be **environmentally friendly, safe to humans and plants, and non-damaging to PCC documents, property & equipment.**

The results of the chemicals, equipment, and services have the least possible harmful effects on the environment, human health and safety when compared to other competing and similar acquisitions or those that make a positive impact on the environment.

b. The Service Provider shall provide the End-user the list of chemicals, materials and equipment necessary for the execution of the work effectively and ensure effective treatment and elimination of the identified pests.

c. The Service Provider shall ensure that its service technicians wear the proper company uniform with identification cards and equipped with appropriate Personnel Protective Equipment (PPE) and shall observe safety and security protocols while performing the service.

3. Documentation

The Service Provider shall submit the following documents together with the accomplished Request for Proposal Form:

a. **Copy of Licenses to Operate** or equivalent licenses from the FDA and FPA;

b. **Proof of Membership** from PCAP, PFPMOA or PEAP;

c. **Product Specifications and/or Safety Data Sheet** of registered pesticide to be used for approval by the End-user prior to the conduct of the PCT;

d. **Certificate of Satisfactory Services Rendered** (CSSR) within the last three (3) years from at least two (2) previous clients other than PCC;

e. **Certifications of relevant trainings and seminars** within the last three (3) years completed by the Service Technicians who will be assigned to the Project; and

f. **List of chemical products**, or its equivalent, to be used with certification as indicated in Section III.1. above.

IV. AREA OF COVERAGE

The areas to be covered for the performance of the PCT and other related services are as follows:

a. 25th floor: 2,582.00 square meters
b. 9th floor: 1,009.85 square meters

V. WORK SCHEDULE

The Service Provider shall conduct the PCT **on a monthly basis and during Saturdays or Sundays from 1:00 PM onwards only.** Prior to the conduct of the PCT, the Service Provider shall submit the following documents to the AO-GSD at least five (5) working days before the conduct of the PCT:

a. Work Permits and Gate Passes;
b. Job Hazard Analysis; and
c. Workforce and Equipment List.

Forms of the above-mentioned documents shall be provided by the End-user during contract implementation.

VI. PAYMENT SCHEME / TERMS OF PAYMENT

The Service Provider shall submit on a monthly basis the following documents:

a. Billing Invoice / Billing Statement;
b. Technical or Service Accomplishment Report indicating the treatment method as specified in Section III.1; and
c. After Service or Post-inspection Report with recommendations to help control and minimize re-infestation in the PCC premises.

The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the Billing Invoice / Billing Statement, Technical or Service Accomplishment Report, After Service or Post-inspection Report, and issuance of a Certificate of Satisfactory Service Rendered by the End-user.

All payments shall be released and claimed within PCC premises.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for this procurement is **One Hundred Thousand Pesos Only (PhP100,000.00),** inclusive of all applicable government taxes and other miscellaneous expenses subject to the usual budgeting, accounting, auditing rules and regulations.

VIII. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 RIRR of RA 9184.

IX. CONTRACT DURATION

The contract shall begin in **March 2025** or upon receipt and acceptance of the Job Order, whichever is later, until **December 2025.**

X. SERVICE WARRANTY

The Service Provider shall perform the scope of services as listed in Section III of this Detailed Technical Specifications in accordance with best industry practices and standards and shall conduct an inspection to determine the effectiveness of the treatment done. In any case that pest problems recur within ten (10) days, the Service Provider shall perform the necessary corrective actions immediately at no additional costs to PCC. Further, damage to PCC's property and equipment caused by the chemicals shall be replaced at no additional cost to PCC.

XI. CONFIDENTIALITY CLAUSE

All information, data and documents concerning the business and affairs of the PCC which are classified as confidential shall be treated with extreme secrecy by the Service Provider and its Personnel and shall not be communicated or disclosed to any person or entity without prior written clearance from the PCC.

In the event that the Service Provider fails to comply with this Confidentiality Clause, the PCC shall have the option to apply pertinent provisions of RA No. 11917 and other applicable charges without prejudice to the filing of criminal charges.

In the event that the disclosure of confidential information and on documents is made by the Service Provider to any person or entity after the termination of this contract with the PCC, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law.

XII. INFORMATION SECURITY AND NON – DISCLOSURE AGREEMENT

To ensure protection of PCC information assets, the Service Provider is expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively "Information") to be provided to the Service Provider for purpose of delivering the Project are considered confidential information and shall remain the sole property of PCC. The Service Provider shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. The

Service Provider shall not use the Information for any purpose other than in connection with the Project.

The Service Provider shall ensure that it will not retain, after completion of the Project with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Project, any and all Information provided by the PCC shall be deleted by Service Provider and/or PCC. The Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

XIII. LIQUIDATED DAMAGES

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the PCC shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay provided that the maximum deduction shall be ten percent (10%) of the amount of the contract. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XIV. DISPUTE RESOLUTION

Should any dispute related to the contract and/or rights of the PCC and the Service Provider (collectively as “Parties”) arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the Proceedings Shall Be In Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendment or additional terms and conditions to the contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

redacted

Administrative Officer II, GSD

Reviewed by:

redacted

Chief Administrative Officer, GSD

redacted

Approve

redacted

Director IV
Administrative Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation / Position

_____
Name of Company

_____
Date