



BASES CONVERSION AND DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: camanzon@bcda.gov.ph

REQUEST FOR QUOTATION

Company Name: _____

Date : **23 January 2025**

PR #: **PR0001109**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **28 January 2025**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


CAMILO MANZON
 Canvasser


ALMIRA S. CLARIANES
 Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
12	MONTH	PEST CONTROL SERVICES, Comprehensive Pest Control Services for BCDA Office at Bonifacio Technology Center Taguig City and BCDA Office 9/F One west Bldg. Global Gateway Development Corp. Clarkfield Pampanga: (Pls see attached TERMS OF REFERENCE FOR COMPLETE DETAILS .) A. BCDA Office Taguig (BTC): 2,754.45 sq.m. B. BCDA Office Clarkfield Pampanga (ONEWEST): 2,479.92 sq.m. Contract Duration: 1) The duration of the contract shall be for one (1) year effective from the receipt of Notice to Proceed (NTP) SCOPE OF SERVICES: 1) Pest Control Services: A) Gen. Pest Abatement Maintenance (or other methods) Service treatment against all kinds of pests on walls, floors, cracks cabinets, baseboards, Gel bait shall applied for residual control roaches. (Frequency of Service :Twice a monthly for one (1) year B) Power Misting (or other methods for the same purpose) Power Misting application by the use of Ultra Low Volume Machine to kill flying insects, cockroaches and other crawling insects and pests Frequency of Service Twice a monthly for one (1) year C. Rodent Control (Baiting /Trapping) Rodent baits shall be placed in strategic locations to exterminate rodents within the premises. Rats baits, glue boards shall also be placed inside thew building at strategic locations to catch rodent. Frequency of the service: Twice a Month for one (1) year OCCULAR INSPECTION: In coordination with BCDA, prospective bidder must ensure that they have undertaken an ocular inspection of the site and clearly understand the works involved prior to BID/ Quotation submission ALMIRAS. CLARIANES Supervising Administrative IV ABC UNIT PRICE TOTAL AMT. 360,000.00				
				TOTAL AMOUNT		P

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:



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ALMIRA S. CLARIANES
 Chief Administrative Officer

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)
- 6) Letter of Intent
- 7) Company Profile list of clients for the past two years
- 8) Photocopies of two similar contracts with each project cost at least equal to the Approved budge of the contract.
- 9) Photocopy of certification by FPA, and or NCUPC, FDA and other related pest control association duly accredited by the Philippine Government .

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Pls Contact: Josef Matteus Singian for One West Office Clarkfield Pampanga and Mike Manzon # 0917 164 1950 for BCDA BTC Global City Taguig

Terms and conditions:

- Price : **(Inclusive of all applicable taxes)**
- Payment : **30 days**
- Delivery : **1 year**
- Validity of price : **one month**
- Warranty : **n/a**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

 Printed Name/Signature/Date

 Immediate Supervisor

 Telephone / Fax Number

TERMS OF REFERENCE

COMPREHENSIVE PEST CONTROL SERVICES FOR BCDA OFFICE AT BTC AND ONEWEST FOR THE YEAR 2025

1. OBJECTIVE

The Bases Conversion and Development Authority (BCDA) intends to engage the services of a licensed pest control contractor to render services at BCDA Corporate Center 2/F Bonifacio Technology Center Bldg, 31st St. cor 2nd Ave, Bonifacio Global City, Taguig City and BCDA Office at 9/F Onewest Bldg Global Gateway Development Corp, Clarkfield, Pampanga with the following areas:

- | | |
|------------|---------------|
| a. BTC | 2,754.45 sq.m |
| b. Onewest | 2,479.92 sq.m |

2. CONTRACT DURATION

The duration of the contract shall be for one (1) year effective from the receipt of Notice to Proceed (NTP).

3. THE PROPOSAL

The contractor shall submit its proposal in accordance with this TOR and shall be presented as one comprehensive treatment.

Likewise, the proposal shall be submitted together with the following documents:

1. Letter of Intent;
2. Photocopy of valid Mayor's Permit;
3. Company Profile, list of clients for the past two years;
4. Photocopies of two (2) similar contracts with each project cost at least equal to the Approved Budget of the Contract (ABC);
5. Certified True Copy of DTI Registration for sole proprietorship or SEC Registration and Articles of Incorporation and its amendments, if any, for corporations;
6. Photocopy of certification by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC), Food and Drugs Administration (FDA) and other related pest control associations duly accredited by the Philippine government that all products/chemicals to be used are duly authorized and approved for application for urban pest control services and that the products shall be environment friendly, highly technical and economical, safe to human health and plants.

4. SCOPE OF SERVICES

4.1 PEST CONTROL SERVICES

- A. General Pest Abatement Maintenance Program (or other methods for the same purpose):

This covers service treatment against all kinds of crawling pests on walls, floors, cracks and crevices, cabinets, baseboards and other various areas where there is pest infestation. This is done by direct manual spraying. Gel bait shall be applied for residual control of roaches.

Frequency of Service: Twice-a month for One (1) year

B. Power Misting (or other methods for the same purpose):

Power misting application by the use of an Ultra Low Volume Machine (ULV) or Power Misting Machine. Power misting by the use of ULV is the process of converting water based liquid solution into tiny droplets and dispersed with pressure at controlled volume on the entire premises including peripheral areas to kill flying insects, cockroaches and other crawling insects and pests.

Frequency of Service: Twice-a month for One (1) year

C. Rodent Control (Baiting/Trapping):

Rodent baits shall be placed in strategic locations to exterminate rodents within the premises. Rat baits, glue boards, mat and other similar trapping devices shall also be placed inside the building at strategic locations to catch rodents alive without decomposition.

Frequency of Service: Twice-a month for One (1) year

- 4.2 The Contractor shall warrant that all products/chemicals to be used are duly authorized for urban pest control services. The products shall be environment friendly, highly technical and economical, safe to human health, and plants and must be duly certified, authorized and approved for application by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC), Food and Drugs Administration (FDA) and other related pest control associations duly accredited by the Philippine government.
- 4.3 The contractor shall conduct an ocular inspection on the area of services to assess the effectiveness of the pest control services rendered and shall make and submit an inspection report three (3) days every after regular treatment. The said inspection report shall be form part of the documents for the processing of payments.
- 4.4 The Contractor shall provide at its expense technical services, labor, chemical, equipment, supervision and other related works necessary in the performance of the services.
- 4.5 The Contractor hereby warrants the honesty, fitness and reliability of its personnel and shall strictly observe safety precautionary measures during the treatment.

They shall abide by the security rules and regulations of BCDA within the premises at all times.

- 4.6 For monitoring purposes, all services must be accompanied by an authorized BCDA representative/s.

5. OCULAR INSPECTION

In coordination with BCDA, prospective Bidders must ensure that they have undertaken an ocular inspection of the site and clearly understand the works involved prior to Bid/Quotation submission.

6. APPROVED BUDGET OF THE CONTRACT

THREE HUNDRED SIXTY THOUSAND PESOS & 00/100 (Php360,000.00), inclusive of VAT and all other applicable government taxes, chargeable to the 2025 approved budget of the PPMD-GSD Repair and Maintenance of Government Building and Other Facilities.

7. MANNER OF PAYMENT

The Contractor shall bill BCDA after every two treatments. Payment shall be made on a monthly basis upon submission of the necessary supporting documents.

8. TERMINATION

BCDA reserves the right to terminate the Agreement/Job Order entered into by BCDA and the prospective contractor for any violation of this TOR and any other ground authorized by law by serving a ten-day written notice to the prospective contractor and without any liability accruing to BCDA.

Endorsed by:


ALYSSA JEAN P. PASCUA
Officer-In-Charge, GSD

Recommended by:


ALMIRA S. CLARIANES
Officer-In-Charge, PPMD

Approved by:


PATRICK ROEHL C. FRANCISCO
Officer-In-Charge, CSG



General Services Division

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