



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Termite Treatment/ Pesticides
PURCHASE REQUEST/RIS/REF. NO.	2017-09-338
LOCATION	IC Building, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT	Php150,000.00
DELIVERY PERIOD	Supplier shall proceed with the Scope of Work within Seven (7) working days upon receipt of the Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	25 September 2017, 12:00 NN

The **sealed quotation** with the **Reply Slip** shall be submitted personally or by mail to the Administrative Division, 2nd Floor, Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila **not later than 25 September 2017, 12:00 NN**, to the Administrative Division – General Services Section.

For further inquiries/clarifications, please coordinate with the following contact persons below:

Mr. REY M. GANNABAN IC Administrative Aide I Administrative Division – General Services Section 524-3548 and/or 523-8462 to 70 local 120 Email: rm.gannaban@insurance.gov.ph	Ms. CRESCENCIA R. GATCHALIAN IC Supervising Administrative Officer Administrative Division 524-3548 and/or 523-8462 to 70 local 120 Email: cr.gatchalian@insurance.gov.ph
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LORNA D. DE LEON
IC Division Manager
Administrative Division

Manila, 18 September 2017

Head Office; P.O. Box 3589 Manila FAX No. 522-14-34 Tel. Nos. 523-84-61 to 70 Website: www.insurance.gov.ph

TERMS OF REFERENCE

Small Value Procurement for Termite Treatment/Pesticides

I. SCOPE

1. Supplier's quotation should bid for the entire lot which shall include **all** items enumerated below and should not exceed the Approved Budget for the Contract.

Item No.	Item and Description	Unit Cost	Total Cost (VAT Inclusive)
1	Soil Treatment (General Treatment and Quarterly): treatment of exposed soil along outside perimeter or building edge by injecting a highly effective liquid termiticides solution at the rate of 4 liters per linear meter, its vapor phase creates a micro-climate effect within the soil which is lethal to subterranean termites including all other soil insect.		
2	Drilling (General Treatment): drilling at the bottom/base of all wooden door jambs at the ground floor area and application of chemicals by using pressurized sprayer to put-up chemical barriers against termite entry and to stop further destruction/termite infestation.		
3	Wood Drenching (General Treatment): preventive measures surface treatment by spraying on all infested wooden structures of the building, such as, door jambs, cabinet, baseboard, partition wall, cornice, and others to stop termite and woodborers infestation and to prevent further destruction or any recurrence.		
4	Termite Abatement Maintenance Program (General Treatment and Quarterly Maintenance): treatment of all existing termite colonies, runways, mounds that could be found at the building premises/surroundings by spraying highly effective liquid termiticides solution.		
5	General Pest Abatement Maintenance Program : residual spraying using highly effective chemicals for crawling insect pest directly to the critical areas particularly on their harborages like cracks and crevices, restroom areas, cabinet, shelves, drainages, stock room from where the pest such as germ-carrying cockroaches, bedbugs, dog and cat flea, mosquitoes, blood sucking beetles and other related insect pest are accumulated.		

6	Fumigation: Misting & Fogging (General Treatment and Monthly) both inside and outside the IC building. Misting using a dispensing machine with chemicals in the form of droplets/mist will be discharged for the effective control of flying insects.		
7	Rat Abatement Maintenance Program (General Treatment and Quarterly): treatment for rats and mice which require chemical control method and proven scientifically effective by placing baits in places where rats and mice are frequented and possible to pass by.		
	TOTAL COST		
<p>Note: Chemicals and equipment to be used must be environment friendly and approved by BFAD, FPA and FDA.</p> <p>Area: This will cover the entire IC building including its premises/surroundings. (Lot Area = 7,123 sq.m.; Two (2) storey building & One (1) storey annex building)</p> <p>Schedule of Ocular Inspection is on 20 September 2017 at 9:00 in the morning.</p>			

II. TERMS OF PAYMENT

- The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
- Price validity must be for a period of thirty (30) days from submission of quotation.
- Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

- The supplier/company should be duly registered with the PhilGEPS.
- The supplier should be a holder of a valid business license from relevant government agencies.

Delivery of Services

- The supplier shall proceed with the above scope of work within seven (7) working days upon receipt of the Notice to Proceed (NTP).

Limitation of Liability

10. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference or the performance or observance of its obligations under this Terms of Reference and every applicable part of it shall be limited in aggregate to the Price.

Termination

11. The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
12. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.
13. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

14. The failure of either party to enforce its right based on the agreement under this Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
15. If any part, term or provision of this Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
16. Neither Party shall be liable for failure to perform or delay in performing any obligation under this Terms and Reference if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
17. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations-A (RIRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

18. All entries in the quotation must be typewritten, duly signed by the supplier/dealer or its authorized representative.

19. PhilGEPS Registration Number is required to be submitted along with the sealed Quotation.
20. The **sealed quotation** shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 25 September 2017, 12:00 noon.**
21. The bidder *with the lowest calculated responsive bid* shall be required to submit the following original documents for verification and validation purposes:
 - a. Mayor's Business Permit;
 - b. Proof of PhilGEPS Registration Number;
 - c. Income/Business Tax Return; and
 - d. Omnibus Sworn Statement
22. The IC reserves the right to reject any or all Quotations/bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


LORNA D. DE LEON
IC Division Manager
Administrative Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for **One (1) Year Termite Treatment/Pesticides**, I/We quote you on the items at prices noted below:

Item No.	Item and Description	Unit Cost	Total Cost (VAT Inclusive)
	One (1) Year Termite Treatment/Pesticides		
1	Soil Treatment (General Treatment and Quarterly): treatment of exposed soil along outside perimeter or building edge by injecting a highly effective liquid termiticides solution at the rate of 4 liters per linear meter, its vapor phase creates a micro-climate effect within the soil which is lethal to subterranean termites including all other soil insect.		
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	cockroaches, bedbugs, dog and cat flea, mosquitoes, blood sucking beetles and other related insect pest are accumulated.		
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7	Rat Abatement Maintenance Program (General Treatment and Quarterly): treatment for rats and mice which require chemical control method and proven scientifically effective by placing baits in places where rats and mice are frequented and possible to pass by.		
TOTAL COST			
Note: 1. Total cost should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges			

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- A. Mayor's Business Permit
- B. Income/Business Tax Return
- C. Omnibus Sworn Statement (Original Copy)
- D. Proof of PhilGEPS Registration Number

Signature Over Printer Name of Supplier/
Authorized Representative

Position: _____

Date : _____