



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

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers to 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.	2018-09-323
LOCATION	IC Building, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT	Php193,000.00
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	08 October 2018, 12:00 NN

The **SEALED QUOTATION** with the enclosed Reply Slip must be submitted **not later than 12:00NN, 08 October 2018** to the Administrative Division in the contact information below:

Contact persons: Mr. Rey M. Gannaban – IC Administrative Aide II
Ms. Crescencia R. Gatchalian – IC Supervising Administrative Officer

Office Address: Second Flr. Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila

Telephone Nos.: 5238461 to 70 local 120; 5243548

E-mail: rm.gannaban@insurance.gov.ph; cr.gatchalian@insurance.gov.ph


ALWYN FRANZ P. VILLARUEL
Officer-in-Charge
Administrative Division

Manila, 02 October 2018

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 05 October 2018 at 10:00 in the morning.</p>			

II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
3. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from submission of quotation.
5. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items and/or services rendered. 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

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

Delivery of Services

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

Limitation of Liability

9. 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

10. 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.
11. 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.
12. 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

13. 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.
14. 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.
15. 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.

16. 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

17. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
18. PhilGEPS Registration Number is required to be submitted along with the sealed Quotation.
19. 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 08 October 2018, 12:00 noon.**
20. The bidder *with the lowest calculated responsive bid* shall be required to submit the following additional documents:
- A. Mayor's Business Permit;
 - B. Proof of PhilGEPS Registration;
 - C. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
 - D. Latest Income/Business Tax Return;
 - E. Notarized Omnibus Sworn Statement (see attached template/format).
21. 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.


ALWYN FRANZ P. VILLARUEL
Officer-in-Charge
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 for (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)
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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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:</p> <ul style="list-style-type: none"> • Total cost should not exceed ABC Pesos (Php). • 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. Proof of PhilGEPS Registration;
- C. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
- D. Latest Income/Business Tax Return;
- E. Notarized Omnibus Sworn Statement (see attached template/format).

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____
Date : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

- I, **Name**, of legal age, **Status**, Filipino, and residing at **Address**, after having been duly sworn in accordance with law, do hereby depose and state that:
1. I am the duly authorized and designated representative of **Company** with office address at **Address**;
 2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Company** in the bidding as shown in the attached of authorization;
 3. **Company** 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;
 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. **Company** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
 6. None of the officers and members of **Company** 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. **Company** complies with existing labor laws and standards; and
 8. **Company** is aware of and has undertaken the following responsibilities as a Bidder

- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Small Value Procurement (SVP) for the One (1) Year Termite Treatment/Pesticides**
9. **Company** 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2018
at _____, Philippines.

[Bidder's Representative Name/Authorized Signatory]

*SUBSCRIBED AND SWORN to before me this ___ day of **Date**. Affiant exhibiting to me his Community Tax Certificate No. _____ issued at _____ on _____.*

Doc. No.:
Page No.:
Book No.:
Series of 2018