



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers/service providers to submit their lowest price quotation on the items listed below, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Termite and Pesticides Treatment for the IC Manila Office
PURCHASE REQUEST/RIS/REF. NO.	P.R. No. 2025-02-058
LOCATION	IC Building, 1071 United Nations Avenue Ermita, Manila
PROCUREMENT MODE:	Small Value Procurement (<i>Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184</i>)
APPROVED BUDGET FOR CONTRACT	Six Hundred Fifty-Five Thousand Pesos (Php655,000.00) <i>inclusive of tax and all other charges</i>
DELIVERY PERIOD	Every third week of each month from March 2025 to February 2026)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	26 February 2025, 2:00PM

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 2:00 PM, 26 February 2025** to the Administrative Division – General Services Section through the following:

- Contact Persons : Mr. Crisostomo O. Ferrer, IC Administrative Officer
 Mr. Rey M. Gannaban, IC Administrative Aide II
 Ms. Criscel T. Bautista, IC Administrative Aide II
- Office Address : Administrative Division, 2nd Floor IC Main Office Building,
 1071 United Nations Avenue, Manila
- Telephone No.s : 85238461 to 70 local 120; 85243548
 Mobile No.s : 09163998399 / 09175312298 / 09182315962
- Email Address : co.ferrer@insurance.gov.ph
rm.gannaban@insurance.gov.ph
ct.bautista@insurance.gov.ph


ATTY. ALBERT LAWRENCE A. VINZON
 IC Division Manager
 Administrative Division

Manila, 20 February 2025



TERMS OF REFERENCE

Small Value Procurement for One (1) Year Termite and Pesticides Treatment for the IC Manila Office (P.R. No. 2025-02-058)

I. SCOPE

Supplier's quotation should cover ***all*** items enumerated below and should not exceed the Approved Budget for the Contract (ABC).

Item No.	Item and Description
1	Soil Treatment (Monthly General Treatment): 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 should create a micro-climate effect within the soil which is lethal to subterranean termites including all other soil insect.
2	Drilling (Monthly 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 (Monthly General Treatment): Preventive measures through 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 (Monthly General Treatment): 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 (Monthly General Treatment): 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 (Monthly General Treatment): Misting and/or Fogging 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 (Monthly General Treatment): 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.
Note: Chemicals and equipment to be used must be environment friendly and approved by FDA.	
Area: This will cover the entire IC building including its premises/surroundings - (Lot Area = 7,123 sq.m.; including the two (2) storey Main building & one (1) storey Annex Building)	

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine peso, should not exceed the ABC of **Six Hundred Fifty-Five Thousand Pesos (Php655,000.00)** *inclusive of tax and all other charges.*

2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery and acceptance thereof by the IC on the items and/or services rendered or upon submission of Billing Statement and other required documents. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in the company's letterhead, duly signed by the supplier/service provider or its duly authorized representative.**
2. **A Certified True Copy of the supplier/service provider's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (*template attached*), shall be attached to the quotation upon submission.**
3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person not later than 2:00 PM, 26 February 2025** to the Administrative Division – General Services Section through the following:

Mr. Cisosotmo O. Ferrer – IC Administrative Officer III
Mr. Rey M. Gannaban – IC Administrative Aide II
Ms. Criscel T. Bautista – IC Administrative Aide II
4. For verification/validation purposes, the company with the lowest calculated quotation **are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**

- a. Valid PhilGEPS Registration Number/Certificate;
- b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable;
- c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- e. Latest Income/Business Tax Return (ITR);
- f. Proof that chemicals to be used are approved by FDA; and

- g. Proof of satisfactorily providing similar services to the government agencies within the two (2) years immediately preceding the submission of quotation.
5. **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.**

IV. SPECIAL CONDITIONS

Qualifications of the Supplier

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.
2. All prospective suppliers/bidders, prior to submitting their respective quotations, are required to inspect and examine the site and surroundings of the Proposed Project, to arrive at the most reasonable costing for the needed labor, materials, equipment and services.

The site inspection and examination shall be allowed on **24 to 25 February 2025 at 9:00 A.M. until 11:00 A.M.** Any cost incurred during the site inspection shall be for the account of the prospective supplier/bidder. For this purpose, each prospective supplier/bidder **shall submit a Site Inspection Certificate (template attached) issued by the Procuring Entity, which shall constitute part of the documentary requirement.**

Delivery of Services

3. The supplier shall proceed with the above scope of work every 3rd week of each month (weekend) from March 2025 to February 2026.

Limitation of Liability

4. 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 TOR or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the price.

Termination

5. 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.
6. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR not remedied (if it is

capable of being remedied) within fifteen (15) days of written notice from the other Party to do so.

7. 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 expressly, or by implication intended to come into or continue to be in force on or after such termination.

Miscellaneous

8. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
9. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
10. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR 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.
11. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulation (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

ATTY. ALBERT LAWRENCE A. VINZON
IC Division Manager
Administrative Division



REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Reg. 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 and Pesticides Treatment for the IC Manila Office**, 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 (Monthly General Treatment): 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 should create a micro-climate effect within the soil which is lethal to subterranean termites including all other soil insect.		
2	Drilling (Monthly 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 (Monthly General Treatment): Preventive measures through 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 (Monthly General Treatment): 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 (Monthly General Treatment): 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 (Monthly General Treatment): Misting and/or Fogging 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 (Monthly General Treatment): 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 FDA.</p> <p>Area: This will cover the entire IC building including its premises/surroundings - (Lot Area = 7,123 sq.m.; including the two (2) storey Main building & one (1) storey Annex Building)</p>			

In compliance with the TOR, **the original copy of the Notarized Omnibus Sworn Statement (using prescribed template/format) is enclosed together with the Reply Slip.**

Certified true copies of the following documents are likewise enclosed:

- a. Valid PhilGEPS Registration Number/Certificate;
- b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable;
- c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- e. Latest Income/Business Tax Return (ITR);
- f. Proof that chemicals to be used are approved by FDA; and
- g. Proof of satisfactorily providing similar services to the government agencies within the two (2) years immediately preceding the submission of quotation.

Signature Over Printed Name of Supplier/
Authorized Representative

Position : _____
Date : _____

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid/Quotation]

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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not 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;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] 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;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* 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. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



CERTIFICATE OF SITE INSPECTION

This is to certify that the _____ has conducted an ocular or site inspection on ____ **February 2025**, relative to the requirement of the project hereunder specified:

NAME OF PROJECT	One (1) Year Termite and Pesticides Treatment for the IC Manila Office
PURCHASE REQUEST/ REF. NO.	2025-02-058
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	<i>Small Value Procurement (SVP)</i> (Sec. 53.9, Revised Implementing Rules and Regulations of R. A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Six Hundred Fifty-Five Thousand Pesos (Php655,000.00) <i>inclusive of tax and all other charges</i>
IMPLEMENTING OFFICE	IC Administrative Division

Issued this on ____ February 2025.

ATTY. ALBERT LAWRENCE A. VINZON
 IC Division Manager
 Administrative Division

