



REQUEST FOR PROPOSAL

Date: 13 December 2021

Reference: **RFP CO-21-0031SVP**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal, with the total Approved Budget for the Contract (ABC) in the total amount of **One Hundred Four Thousand Five Hundred Pesos Only (PhP104,500.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2022 IAPP Ref	PR Number	Item Description
50213090	Included in the National Expenditure Program	PROCUREMENT OF THE PEST CONTROL SERVICES FOR THE PITAHC FOR THE CALENDAR YEAR 2022 <i>(Please see Terms and Conditions)</i>

2. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".
3. The proposal must be duly signed by the bidder and must be submitted to the BAC Secretariat, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 8376-3067 or email at **bacpitahc@gmail.com**. The proposal shall be received until **17 December 2021**.
4. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all proposals, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
5. For any clarification, you may contact **Rodelio Mendez, Jr.** at telephone no. (02) 8376-3067

(Sgd)
DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: Please see **Item V.3 of the Terms and Conditions** for the Delivery Schedule.
3. Delivery Site: **PITAHC CENTRAL OFFICE, East Avenue Medical Center Compound, Matapang St., Brgy. Central, Quezon City.**
4. Payment Term: Please see **Item VIII of the Terms and Conditions** for the payment term/scheme.
5. Price proposal must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price proposal to be denominated in **Philippine Peso**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the lowest calculated and responsive proposal which complied with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of his/her duly authorized representative/s.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PITAHC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.
11. The bidder must **submit a copy** of the following documents, **together with the proposals**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
 - Valid and current Mayor's/Business Permit
 - Business/Income Tax Return for CY 2019/2020
 - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - PHILGEPS Registration Number (to be indicated in the Price Proposal Form)



TERMS AND CONDITIONS

PEST CONTROL SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2022

I. BACKGROUND/RATIONALE

In the past, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) has been engaging with providers of general pest control services to eradicate the infestation of insects, termites and rodents in its premises. This is necessary for PITAHC to be able to provide a healthy and suitable work environment for its employees.

Likewise, pest control is one of the requirements in the annual application for business permit that PITAHC must comply with. Therefore, the engagement of a general pest control service provider for the PITAHC premises is deemed necessary.

II. OBJECTIVES

The engagement of a general pest control service provider aims to:

1. Control the pests and rodent infestation in the PITAHC premises; and
2. Prevent re-infestation of pests, rodents, and improve the conditions of the PITAHC facility.

III. CONTRACT PERIOD

The contract period is for **eleven (11) months** from **February 2022 to December 2022**.

In the event that the Service Provider fails to comply with the agreed schedules of treatment due to any cause beyond its reasonable control including, but not limited to, acts of God, government act, fire, flood, explosion, or strike, a month-to-month extension shall be automatically applied to the contract period, without a need to execute an Extension Contract and at no additional cost to PITAHC.

IV. APPROVED BUDGET

The approved budget for this procurement is **One Hundred Four Thousand Five Hundred Pesos (PHP 104,500.00)**



V. SCOPE OF WORK

1. General Scope of Work

The Service Provider shall deliver all the labor and materials, tools and equipment, and work supervision needed for the extermination and effective control of all destructive pests such as flies, mosquitoes, cockroaches, ants, rodents, and mice at the PITAHC building and its premises.

2. Area of Coverage (Approximately 3,000 sq.m.)

The Service Provider shall ensure that the treatment covers the following areas of PITAHC:

- a. All areas and offices inside the PITAHC building including the leased spaces;
- b. PITAHC dormitory; and
- c. PITAHC premises within the perimeter fence.

3. Schedule of Treatment and Submission of Reports

The Service Provider shall render their general pest control services and submit the corresponding reports based on the following schedule:

Item	Description	Frequency	Schedule	Report
1	1. Conduct of pre-inspection of the entire building and its premises to check for signs of infestation	Once	Upon signing of the Contract and issuance	Pre-inspection Report
	2. Conduct of post-treatment inspection to assess the effectivity of the completed service treatments	Monthly	Within three (3) days after completion of the service treatments	Post-treatment Inspection Report



2	Pests/Insects 1. Administration of spray treatment	Monthly	Last Saturday of the Month or as agreed upon with PITAHC	Monthly Service Report
	2. Misting of hallways, offices, conference/meeting rooms, outdoor areas, and other facilities			
	3. Placement of gel baits in all the necessary areas			
3	Rodents 1. Installation of bait stations at strategic locations in the PITAHC premises	Weekly	All Saturdays of the Month or as agreed upon with PITAHC	Weekly Service Report
	2. Inspection of installed bait stations and disposal of trapped rodents			
	3. Replenishment of baits			

VI. QUALIFICATIONS OF THE SERVICE PROVIDER

Aside from the eligibility requirements provided in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, the Service Provider should have the following necessary qualifications:

1. With at least three (3) years of combined experience in providing pest control services in the government/public and/or private sector;



2. All pest controllers to be assigned to the project are licensed or fully-trained in providing pest control services; and
3. With holistic approach in conducting the pest control treatments.

VII. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The Service Provider shall ensure that the scope of work and schedules are diligently rendered.
2. The Service Provider shall submit the actual chemicals, Material Safety Data Sheet (MSDS), equipment and supplies to be used prior to the conduct of service treatment. Flammable chemicals should be labeled and stored in safe areas.
3. The Service Provider shall warrant that only chemicals duly approved by the Food and Drug Administration (FDA) shall be used. In addition, the Service Provider shall ensure that all the necessary materials, labor and equipment for the execution of its work will effectively terminate all pests, insects, and rodents in the PITAHC building and premises.
4. The Service Provider shall submit on time all the required reports as stated under Item V No.3.
5. The Service Provider shall comply with the safety and security procedures required by PITAHC. Furthermore, the Service Provider shall assign only certified service personnel who are honest, skilled, and well-trained to ensure the effective application and treatment for pest control.
6. The Service Provider shall provide on-call services in between schedules without any additional cost to PITAHC, including performing immediate service, if required, also at no additional cost to PITAHC.
7. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident or damage will happen to any of PITAHC's employees, tenants, lessees, clients, and properties. The Service Provider shall assume full responsibility for any claims or liabilities that may arise because of illness, accident and/or damage due to its acts of omission and negligence.

VIII. PAYMENT SCHEME

Payment to the Service Provider shall be made on a monthly basis upon inspection and acceptance by PITAHC of the completed services, subject to the submission of billing statement, corresponding accomplishment reports, and other documentary requirements.

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PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee

PITAHC Building, Matapang Street, East Avenue Medical Center Compound,
Barangay Central Quezon City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our proposal for the item as follows:

Lot	Item Description	Total Price (In PhP)	Total Price (VAT inclusive) (In PhP)	Compliance to Technical Specification	
				Yes	No
1	<p>PROCUREMENT OF THE PEST CONTROL SERVICES FOR THE PITAHC FOR THE CALENDAR YEAR 2022</p> <p><i>(Please see detailed Terms and Conditions)</i></p>				

Amount in Words: _____

The above-quoted price is inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____

PHILGEPS Registration Number: _____