



REQUEST FOR PROPOSAL

Date: 21 March 2024

Reference: **RFP CO-24-015VP**

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 for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **One Hundred Eight Thousand Eight Hundred Twenty-Seven Pesos and 49/100 Cts. (Php108,827.49) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5021304001	24-01-0023	GENERAL PEST CONTROL SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024 <i>(See Terms and Conditions for detailed requirements)</i>

3. 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”*.
4. 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 bac@pitahc.gov.ph. The proposal shall be received until **27 March 2024, 12:00NN**.
5. The bidder must **submit a copy** of the following documents, **together with the proposal**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
- Valid and current Mayor’s/Business Permit
 - 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)*
6. 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.
7. For any clarification, you may contact Mr. **Louie Sibug** at telephone no. (02) 8282-8194 loc 542.

(Sgd.)

ATTY. KEENTH N. ALMEÑE
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **See Item IV of the Terms and Conditions**
3. Delivery Site: **PITAHC Central Office, Quezon City.**
4. Payment Term: **See Item VII of the Terms and Conditions.**
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 (PhP)**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC**, if applicable.
9. The **award of contract** shall be made to the single or lowest calculated and responsive proposal, which complied with the minimum technical specifications and other terms and conditions stated herein.
10. 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.
11. 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.



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:

Item Description	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
GENERAL PEST CONTROL SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024 (AS PER THE TERMS AND CONDITIONS)		

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: _____



BREAKDOWN OF FINANCIAL PROPOSAL

Monthly Price Offer (A)	Total Contract Price Offer (Total A x B)
PhP _____	PhP _____
Number of Months (B)	
Nine (9)	



TERMS AND CONDITIONS

I. BACKGROUND/RATIONALE

In the past, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) has been engaging with providers of pest control services to eradicate the infestation of insects, rodents, and termites 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 pest control service provider for the PITAHC premises is deemed necessary.

II. OBJECTIVES

The engagement of a pest control service provider aims to:

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

III. SCOPE OF SERVICES

1. General Scope of Services

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.

Particulars	Contract Period
General Pest Control Services	Nine (9) Months

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 Treatments and Submission of Reports

The Service Provider shall render general pest control services and termite spot treatment, and submit the corresponding reports based on the following schedule:

Item	Description	Frequency	Schedule	Report
A	1. Conduct of pre-inspection of the entire building and its premises to check for signs of infestation	Once	Upon receipt of the Notice to Proceed	Pre-inspection Report



	2. Conduct of post-treatment inspection to assess the effectivity of the completed service treatments	Monthly (for the General Pest Control Services)	Within five (5) days after the completion of the service treatments	Post-treatment Inspection Reports
B	For Pests/Insects: 1. Administration of spray treatment	Monthly	Last Saturday of the month, or as necessary	Service Reports
	2. Misting of hallways, offices, conference/meeting rooms, outdoor areas, and other facilities			
	3. Placement of gel baits in all the necessary areas			
C	For Rodents: 1. Installation of bait stations at strategic locations in the PITAHC premises	Weekly	All Saturdays of the month, or as necessary	Service Reports
	2. Inspection of installed bait stations and disposal of trapped rodents			
	3. Replenishment of baits			

IV. CONTRACT PERIOD

The contract period shall be for **nine (9) months**, and shall commence from the date of receipt of the Notice to Proceed by the Service Provider.

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.

The extension of the contract, if any, shall be subject to the conditions as stated in GPPB Resolution No. 23-007 on the *Revised Guidelines on the Extension of Contracts for General Support Services*.

V. APPROVED BUDGET

The approved budget for this procurement is **One Hundred Eight Thousand Eight Hundred Twenty-Seven Pesos and Forty-Nine Centavos (PHP 108,827.49)**, inclusive of VAT.

VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The Service Provider shall ensure that the scope of services are diligently rendered based on the submitted and approved schedule.
2. The Service Provider shall submit a list of the actual chemicals, including Material Safety Data Sheets (MSDS), if applicable, equipment, and supplies to be used for the conduct of service treatment/s. 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 No. III.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, rodent, and termite 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.

VII. PAYMENT SCHEME

Payment to the Service Provider shall be made on a monthly basis for the general pest control services upon submission of the billing statement/s, corresponding reports, and other documentary requirements as deemed necessary.

VIII. QUALIFICATIONS OF THE SERVICE PROVIDER

Aside from the eligibility requirements provided in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Service Provider must possess the following necessary technical qualifications:

1. With at least three (3) years of combined experience in providing pest control services in the government/public and/or private sector; and
2. With pest controllers to be assigned to the project who are licensed or fully-trained in providing pest control services.

IX. DOCUMENTARY REQUIREMENTS

In addition to the requirements under Appendix A of Annex "H" of the 2016 Revised IRR of RA 9184, the interested Service Provider shall also submit the following documents for the purpose of technical evaluation:

1. List of completed and ongoing projects; and
2. List of technical personnel with their Curriculum Vitae indicating the relevant trainings and certifications, and Professional License, if applicable.



TERMS AND CONDITIONS COMPLIANCE

Terms and Conditions	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SCOPE OF SERVICES: As per Item III of the Terms and Conditions	Yes ()	No ()	
CONTRACT PERIOD Provisions: As per Item IV of the Terms and Conditions	Yes ()	No ()	
DUTIES & RESPONSIBILITIES OF THE SERVICE PROVIDER: As per Item VI of the Terms and Conditions	Yes ()	No ()	
QUALIFICATIONS OF THE SERVICE PROVIDER: As per Item VIII of the Terms and Conditions	Yes ()	No ()	
ADDITIONAL DOCUMENTARY REQUIREMENTS: As per Item IX of the Terms and Conditions	Yes ()	No ()	
<ul style="list-style-type: none">• Delivery Schedule: As per Item IV and Item III.3 of the Terms and Conditions and	Yes ()	No ()	
<ul style="list-style-type: none">• Delivery Site: PITAHC Central Office, Quezon City	Yes ()	No ()	
<ul style="list-style-type: none">• Terms of Payment: As per Item VII of the Terms and Conditions	Yes ()	No ()	
<ul style="list-style-type: none">• As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date