



REQUEST FOR QUOTATION

Date: 03 July 2025


Reference: RFQ CO-25-019SVP

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **EIGHTY-NINE THOUSAND FOUR HUNDRED SIXTY PESOS (PHP89,460.00) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5021304001	25-06-0108	GENERAL PEST CONTROL SERVICES WITH TERMITE SPOT TREATMENT FOR PITAHC FISCAL YEAR 2025 <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 quotation 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 quotation shall be received until **08 July 2025, 10:00 AM.**
5. The bidder must **submit a copy** of the following documents, **together with the quotation**, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
- Valid and current Mayor's/Business Permit 2024/2025
 - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020, attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
 - PHILGEPS Registration Number *(to be indicated in the Price Quotation 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 quotations, 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. **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-5194 loc 303.


ATTY. KENNETH N. ALMEÑE
Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Term: **Please see Contract Period in the Terms and Conditions**
3. Place of Delivery: **PITAHC Building Central Office, Brgy. Central, Quezon City**
4. Terms of Payment : **Payment shall be made on a monthly basis for both the general pest control services and the termite spot treatment. It shall be processed upon submission of the pre-inspection reports, service reports, post-treatment inspection reports, billing invoice/statement of account (SOA), and letter of request for payment.**
5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Quotations exceeding the ABC shall be automatically rejected.
8. In addition to the submission of the Price Quotation Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation, if applicable.**
9. The **award of contract** shall be made to the single or lowest calculated and responsive quotation, 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/services 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 QUOTATION 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 quotation for the item as follows:

Item Description	Total Price (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)
GENERAL PEST CONTROL SERVICES WITH TERMITE SPOT TREATMENT FOR PITAHC FISCAL YEAR 2025		

Bidder **must** state the Total Amount in Words of their offer:

LOT 1

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: _____



COMPLIANCE TO TECHNICAL SPECIFICATIONS

Instructions to Bidders:

This form must be accomplished completely and truthfully.

Counter offers or alternative specifications must be clearly stated and supported by technical documents or brochures, if applicable.

Failure to properly fill out this form may result in the disqualification of your quotation for non-responsiveness.

TECHNICAL SPECIFICATIONS	COMPLIANCE TO TECHNICAL SPECIFICATIONS	
	INSTRUCTIONS: 1. Check the corresponding box if the specification can comply 2. If the bidder cannot fully comply, do not check the box. Instead, clearly state your proposed alternative offer in the “ALTERNATIVE OFFER COLUMN”	
	CAN COMPLY	ALTERNATIVE OFFER
GENERAL PEST CONTROL SERVICES WITH TERMITE SPOT TREATMENT FOR PITAHC FISCAL YEAR 2025 QUANTITY: ONE (1) LOT	Yes () Yes ()	
SCOPE OF WORK 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, MICE, AND TERMITES AT ALL AREAS AND OFFICES INSIDE THE PITAHC BUILDING AND ITS PREMISES.	Yes ()	
GENERAL PEST CONTROL SERVICES DURATION: SIX (6) MONTHS	Yes ()	
TERMITE SPOT TREATMENT DURATION: SIX (6) MONTHS	Yes ()	
SCHEDULE OF TREATMENT 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:		



A. CONDUCT OF PRE-INSPECTION OF THE ENTIRE BUILDING AND ITS PREMISES TO CHECK FOR SIGNS OF INFESTATION FREQUENCY: MONTHLY SCHEDULE: ANY WEEKDAY WITHIN THE FIRST WEEK OF EACH MONTH REPORT: PRE-INSPECTION REPORT CONDUCT OF POST-TREATMENT INSPECTION TO ASSESS THE EFFECTIVITY OF THE COMPLETED SERVICE TREATMENTS FREQUENCY: MONTHLY (FOR THE GENERAL PEST CONTROL SERVICES; AND MONTHLY (FOR THE TERMITE SPOT TREATMENT) SCHEDULE: WITHIN FIVE (5) DAYS AFTER THE COMPLETION OF THE SERVICE TREATMENTS REPORT: POST-TREATMENT INSPECTION REPORTS	Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes ()	
B. FOR PESTS/INSECTS: 1. ADMINISTRATION OF SPRAY TREATMENT 2. MISTLING OF HALLWAYS, OFFICES, CONFERENCE ROOMS, OUTDOOR AREAS SUCH AS THE PARKING, GENSET, AND WATER TANK AREA, AND OTHER FACILITIES 3. PLACEMENT OF GEL BAITS IN ALL NECESSARY AREAS FREQUENCY: MONTHLY SCHEDULE: THIRD SATURDAY OF THE MONTH OR AS NECESSARY REPORT: SERVICE REPORTS	Yes () Yes () Yes () Yes () Yes () Yes ()	
C. FOR RODENTS: 1. INSTALLATION OF BAIT STATIONS AT STRATEGIC LOCATIONS IN THE PITAHC PREMISES 2. INSPECTION OF INSTALLED BAIT STATIONS AND DISPOSAL OF TRAPPED RODENTS	Yes () Yes ()	



3. REPLENISHMENT OF BAITS FREQUENCY: WEEKLY SCHEDULE: EVERY FRIDAY OR ANOTHER WEEKDAY AS MUTUALLY AGREED UPON BY BOTH PARTIES REPORT: SERVICE REPORTS	Yes () Yes () Yes () Yes ()	
D. FOR TERMITES 1. SURVEY AND INSPECTION OF THE ENTIRE AREA 2. DETERMINATION OF TERMITE ACTIVITIES 3. SPOT SPRAYING OF AREAS WITH ACTIVE OR POSSIBLE TERMITE INFESTATION FREQUENCY: MONTHLY SCHEDULE: THIRD SATURDAY OF THE MONTH OR AS NECESSARY REPORT: SERVICE REPORTS	Yes () Yes () Yes () Yes () Yes () Yes ()	
SPECIAL PROVISIONS THE SERVICE PROVIDER SHALL BE FULLY RESPONSIBLE AND LIABLE FOR ANY INJURY TO ANYONE WITHIN THE PITAHC BUILDING AND PREMISES, AND FOR ANY DAMAGE, LOSS, OR DESTRUCTION OF ANY PROPERTY AND/OR INSTALLATION OF PITAHC, WHEN SUCH INJURY, DAMAGE, LOSS, AND DESTRUCTION SHALL BE DUE TO THE FAULT AND NEGLIGENCE OF THE SERVICE PROVIDER.	Yes ()	
CONTRACT PERIOD THE CONTRACT PERIOD SHALL BE FOR SIX (6) MONTHS AND SHALL COMMENCE FROM THE DATE OF RECEIPT OF THE PURCHASE ORDER BY THE SERVICE PROVIDER. IN THE EVENT THAT THE SERVICE PROVIDER FAILS TO COMPLY WITH THE SCHEDULE OF THE GENERAL PEST CONTROL SERVICES AND TERMITE 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 THE NEED TO EXECUTE AN EXTENSION CONTRACT	Yes () Yes ()	



<p>AND AT NO ADDITIONAL COST TO PITAHC.</p> <p>THE PURCHASE ORDER MAY ALSO BE PRE-TERMINATED IN ACCORDANCE WITH THE GUIDELINES ON TERMINATION OF CONTRACTS ISSUED BY THE GOVERNMENT PROCUREMENT POLICY BOARD (GPPB) UNDER RESOLUTION NO. 018-2004 DATED DECEMBER 22, 2004. IN CASE OF ANY VIOLATION OF THE STIPULATED TERMS AND CONDITIONS, THE PURCHASE ORDER MAY BE TERMINATED BY PITAHC UPON WRITTEN NOTICE, AND SHALL TAKE EFFECT THIRTY (30) DAYS UPON RECEIPT OF SUCH NOTICE.</p>	Yes ()	
<p>DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</p> <p>1. 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.</p>	Yes ()	
<p>2. 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, RODENTS, AND TERMITES IN THE PITAHC BUILDING AND PREMISES.</p>	Yes ()	
<p>3. 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.</p>	Yes ()	
<p>4. THE SERVICE PROVIDER SHALL PROVIDE ON-CALL SERVICES IN BETWEEN SCHEDULES INCLUDING PERFORMING IMMEDIATE SERVICE, IF REQUIRED, AT NO ADDITIONAL COST TO PITAHC.</p>	Yes ()	
<p>5. 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</p>	Yes ()	



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.		
PLACE OF DELIVERY: PITAHC BUILDING CENTRAL OFFICE, BRGY. CENTRAL, QUEZON CITY	Yes ()	
TERMS OF PAYMENT: PAYMENT SHALL BE MADE ON A MONTHLY BASIS FOR BOTH THE GENERAL PEST CONTROL SERVICES AND THE TERMITE SPOT TREATMENT. IT SHALL BE PROCESSED UPON SUBMISSION OF THE PRE-INSPECTION REPORTS, SERVICE REPORTS, POST-TREATMENT INSPECTION REPORTS, BILLING INVOICE/STATEMENT OF ACCOUNT (SOA), AND LETTER OF REQUEST FOR PAYMENT.	Yes ()	
QUALIFICATIONS OF THE SERVICE PROVIDER 1. WITH AT LEAST THREE (3) YEARS OF COMBINED EXPERIENCE IN PROVIDING PEST CONTROL SERVICES AND TERMITE TREATMENT IN THE GOVERNMENT AND/OR PRIVATE SECTOR; AND	Yes ()	
2. WITH TECHNICAL/SERVICE PERSONNEL TO BE ASSIGNED TO THE PROJECT WHO ARE LICENSED OR FULLY-TRAINED IN PROVIDING PEST CONTROL SERVICES AND TERMITE TREATMENT.	Yes ()	
BIDDER SHALL SUBMIT A CERTIFICATE OF SATISFACTORY PERFORMANCE/COMPLETION FOR THOSE WHO HAVE PREVIOUS CONTRACTS WITH PITAHC ONE (1) YEAR FROM THE DEADLINE OF SUBMISSION OF QUOTATION, IF APPLICABLE	Yes ()	If no previous contract with PITAHC, check: () Not Applicable

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date